

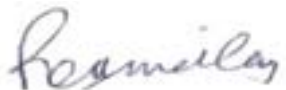
*KANTOOR VAN DIE SEKRETARIS
OFFICE OF THE SECRETARY
I-OFISI KANOBHALA*

Speaker Shaun Byneveldt
Western Cape Provincial Parliament

Pursuant to section 40(1)d of the Public Finance Management Act, 1999, I have pleasure in submitting the Western Cape Provincial Parliament's Annual Report on the activities of Parliament's administration for the 2004/05 financial year.

As the Executive Authority of Parliament you are required in terms of section 65(1)(a) of the Public Finance management Act, 1999, to table the report in the Provincial Parliament by 31 August 2005.

My sincere gratitude and appreciation for your continued guidance and support.



**Actg. SECRETARY TO PROVINCIAL PARLIAMENT
ROYSTON G. HINDLEY**



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VISION

An optimally functioning Parliament

MISSION

To efficiently and cost-effectively enable Members to fulfil their statutory functions optimally and also to create an environment for effective public participation.

VALUES

In striving for service excellence and best practice, Parliament's administration subscribes to the following values:

Impartiality

Integrity

Recognition of diversity

Accountability

Professionalism

Transparency

Prudence

PART 1
GENERAL
INFORMATION

1.1. Introduction by the Secretary

South Africa's third democratic elections were held at the beginning of the appraisal year. The outcome of the election observed a change in leadership of the Western Cape Province and a change of executive authority for the Western Cape Provincial Parliament.



Acting Secretary
Royston Hindley

The pursuit of the vision and mission of the new Speaker brought with it its own challenges and benefits, encouraging our staff to deliver performance of the highest calibre.

On 16 September 2004 the Provincial Parliament held a pioneering first sitting outside of Cape Town. Over 700 people attended the event.

In celebration of South Africa's ten years of democracy, the National Parliament in conjunction with the nine legislatures held a People's Assembly. As part of the nationwide events, the Western Cape Provincial Parliament held its celebration in Worcester, in the heart of the Breede River Valley, with more than 2, 500 people attending the event.

These events and others demonstrate the WCPP's commitment to public participation in its activities. I would like to thank all the staff of the Provincial Parliament for their continued commitment and the Members and support staff of political parties for their support.

1.2. Information on the Office of the Speaker

Speaker Byneveldt took office in April of 2004. His primary responsibility is to serve as political head of the Administration of Parliament. In addition, his functions include administering the powers and privileges of the Provincial Parliament.



Speaker
Shaun Byneveldt

Moreover, from the outset, Speaker Byneveldt has not only committed himself to making the people of this Province the centre of Parliament's business, but has in fact engaged in and initiated a number of activities to make this a reality.

Central to those initiatives is the review of Parliament's organisational structure, its processes and systems, and how to re-align it to accommodate and give effect to the philosophy of putting people first, as well as facilitating access and participation by the public in the business of Parliament.

In this regard, during August 2004, Speaker Byneveldt was the leader of a delegation to the Gauteng Legislature in an effort to learn from their experiences.

The benefit of this engagement was soon appreciated and was followed in November 2004 by a multi-party delegation, led by Speaker Byneveldt, on a study tour of Germany, Scotland and Ireland, to assess their respective models on, inter alia, public participation and organisational "best practice".

1.3. Legislative Mandate

The Western Cape Provincial Parliament was established under section 125 of the Interim Constitution of the Republic of South Africa (*Act 200 of 1993*) and confirmed by the Constitution of the Republic of South Africa of 1996, and also derives its mandate from the Constitution of the Western Cape (*Act 1 of 1998*). The affairs of the Western Cape Provincial Parliament are further administered in terms of the Western Cape Law on the Powers and Privileges of the Provincial Legislature (*Law 3 of 1995*).

PART 2
PROGRAMME
PERFORMANCE

2.1. Aim of Vote

The aim of the Provincial Parliament is to support the Members by providing advice and services of the highest possible standard and to inform and include the public in the legislature activities, through the following goals:

- Sustain and improve processes to ensure an efficient and effective functioning Parliament.
- Enhance community understanding and interaction with the work of Parliament.
- Capacitate members to fulfil their constitutional obligations as public representatives.
- Ensure that staff members continue to have the knowledge, skills and resources to meet members' needs.

2.2. Voted Funds

The budget of the Provincial Parliament is 99.8% funded through the equitable share and 0.02% from own revenue and constitutes 0.19% of the total provincial resource envelope.

Savings on the vote were realised to augment 2005/06 fiscal year funds for which key policy options have been identified and will mark the future strategic direction of the organisation.

Appropriation	Main Appropriation	Adjusted Appropriation	Actual Amount Spent	Saving
Western Cape Provincial Parliament	33,300	33,300	30,707	2,593
Statutory Appropriation	13,561	13,561	12,892	669
Total	46,861	46,861	43,599	3,262
Executive Authority	Speaker to the Provincial Parliament			
Administration	Western Cape Provincial Parliament			
Accounting Officer	Secretary to the Provincial Parliament			

2.3. Overview and key policy developments

South Africa held its 3rd democratic elections in 2004. The election of a new Executive influenced the strategic direction of the province as a whole, including that of the Provincial Parliament.

Significant emphasis was placed on information sessions for new and returning members in an endeavour to orientate them and assist with their responsibilities and duties as members of the Provincial Parliament. To this end, several publications were printed and distributed and made available on the WCPP website.

In the commitment to achieve the new strategic vision an organisational development initiative will be undertaken to align processes and systems in the 2005/06 fiscal year.

Financial Management

The Provincial Parliament formed part of a National Treasury budget reform programme to improve accountability and modernise the accounts of government by bringing reporting in line with international best practice. Although the new format did not cause major disruptions to the system, widespread training was provided to all staff that were affected by the change. A long-term benefit of the standard chart of accounts will be positive public perception, locally and internationally.

Training and skilling

Training needs as indicated per staff's individual development plans were given priority and nearly all staff members received tuition in their areas of expertise. Prominence will be given to multi-skilling staff in the near future.

Communication

Activities in the visitors centre significantly increased with over 500 casual visitors to the centre, 10 public schools and 11 other delegations, both local and foreign.

Notwithstanding, the change in strategic direction, the organisation managed to meet its targets and deadlines whilst embracing the fundamental changes in its communication strategies. Details and particulars of these targets can be found in paragraph 2.7. of this report.

2.4. Collection of departmental revenue

The Provincial Parliament's main revenue collection stems from items such as interest accrued on the bank account and commission earned on payover of insurance.

Redundant items such as furniture and computer equipment are sold when the need arises and receipted as sales of capital assets.

The total revenue collection is surrendered to the Provincial Revenue Fund.

	2001/02 Actual	2002/03 Actual	2003/04 Actual	2004/05 Target	2004/05 Actual	% Deviation from target
Non-tax revenue						
Sale of goods and services other than capital assets	158	30	122	16	18	12.50%
Interest, dividends and rent on land		77	90	54	55	1.86%
Sales of capital assets	6	29	7		15	100%
Financial transactions in assets & liabilities					68	100%
TOTAL DEPARTMENTAL RECEIPTS	164	136	219	70	156	122.86%

2.5. Departmental Expenditure

The budget of the Provincial Parliament is divided into three main divisions as listed below.

- The Administration of the Provincial Parliament amongst others includes the expenditure on capital acquisitions for the entire organisation. Expenditure in respect of non-core activities is incurred under this programme, which includes the Office of the Speaker and Deputy Speaker.
- Procedural Services encompasses activities that are required for the proper and smooth functioning of a Parliament.
- Facilities and benefits of Members include items such as transfer payments made to political parties and reimbursive telephone and travel allocations for Members.

Programmes	Voted for 2004/05	Roll-overs and adjustments	Vire-ment	Total voted	Actual Expenditure	Varian- ce
Programme 1: Administration of the Provincial Parliament	13,390	(140)	13	13,263	12,185	1,078
Programme 2: Procedural Services	8,368	284	337	8,989	8,365	624
Programme 3: Facilities and Benefits of Members	11,542	(144)	(350)	11,048	10,157	891
Total	33,300			33,300	30,707	2,593

2.6. Transfer payments

Transfer payments in respect of secretarial and constituency support are made to all political parties represented in the Parliament.

The financial year spanned two election periods and therefore different parties were represented in the Provincial Parliament in both pre- and post-election periods.

Pre-election parties were the African National Congress (ANC), New National Party (NNP), New Labour Party, Democratic Alliance (DA) and the African Christian Democratic Party (ACDP).

Post election parties were the African National Congress (ANC), New National Party (NNP), Democratic Alliance (DA), African Christian Democratic Party (ACDP), United Democratic Movement (UDM) and the Independent Democrats (ID).

Transfer payments and its resultant expenditure are regulated by comprehensive policies and it is a requirement that each party submit audited financial reports annually.

Name Of Political Party	Amount Transferred	Estimate Expenditure
African National Congress	2,343	2,500
New National Party	604	616
Democratic Alliance	1,487	1,500
African Christian Democratic Party	292	300
Independent Democrats	366	400
United Democratic Movement	152	160
New Labour Party	5	5

2.7. Programme performance per programme

Programme 1: Administration of the Provincial Parliament

The 2004/5 financial year saw many initiatives being introduced for the Provincial Parliament to render a positive support service to Members, both newly elected and returning, as well as for staff.

The momentum of these initiatives was curbed by the staff turnover rate, which has increased substantially and necessitated the need for other staff to double up. The post of the Secretary has been vacant since 9 July 2004 and the Deputy Secretary: Corporate Services tasked by the Speaker to take over this additional responsibility.

Despite the staff shortages, the various programmes still managed to meet their strategic objectives.

Strategic Goal	Measurable Objective	Output	Performance measures	Actual performance
Overall management of the administration of Parliament	To facilitate Parliament's international and inter-provincial relations		Paid up subscriptions to parliamentary bodies. Amicable relations with other Parliaments and Parliamentary bodies	Subscriptions paid up
	Provide continuous strategic management of the administration of the Western Cape Provincial Parliament including the effective monitoring of projects and processes on a monthly basis	An efficient and effectively functioning Provincial Parliament administration	Project Schedule Strategic Plan Annual Report Management Meeting Minutes	Satisfactory corporate governance and above average support services rendered

Strategic Goal	Measurable Objective	Output	Performance measures	Actual performance
Effective and efficient utilisation of resources	Develop, review and implement policies and processes to ensure efficient utilisation of resources	Efficient utilisation of resources	Number of policies developed, reviewed and implemented	Policy review process commenced but not completed due to staff shortage
	To review and update Members' facilities handbook	Informed Members	Updated Members' handbook	Updated Members' handbook

Programme 2: Procedural Services

Programme 2: Procedural Services essentially deals with the business of the Provincial Parliament and is responsible for House Proceedings, Committees, Library and Research, Communication and Legal Services. Members require the services the Division provides to support them in performing their constitutional functions.

The Services rendered are supportive in nature and dependant on political direction from policy-making structures, i.e. the Presiding Officers, Rules Committee and portfolio committees through their chairpersons.

As anticipated in the Strategic Plan of 2004/05, the general election in 2004 impacted directly on certain aspects of the services and influenced the achievement of objectives. Under the guidance of the Speaker, a revised strategic direction was embarked upon that lead to the formulation of a new vision and mission for the organisation as well as redefined values.

It was decided that 2004/5 be utilised as a set-up period to ensure full implementation of the new strategic direction in 2005/6.

The main thrust of this new strategic direction evolved around the following:

*Ensuring a popularly owned credible institution with the people of the Province at the centre of its business.

*Building a dynamic relationship with all stakeholders.

*Ensuring that our processes and procedures are appropriate in our time and afford us the best possible mechanisms to fulfil our responsibilities.

*Ensuring the most effective way for the public to participate in our processes and work and the implementation of a best practice model of public participation and education for the WCPP.

*The development of new institutional arrangements for the WCPP reflecting on matters pertaining to governance, policies and practices.

*The development of a new corporate identity reflecting the institution, its values and work as well as an appropriate communication strategy to facilitate effective communication with all stakeholders.

Strategic Goal	Measurable Objective	Output	Performance measures	Actual performance
To provide procedural, language and related support to the House, Members and staff	To provide simultaneous interpretation when required for the duration of the speech or input at plenaries or committee meetings	Interpretation services provided	All meetings and plenaries where required	Availability of interpretation to 182 meetings and plenaries
	To produce a first draft of a procedural manual by December 2004	First draft of a manual produced	First draft by December 2004	First draft produced October 2004
	To review and amend the existing Standing Rules and propose new procedures enhancing oversight and accountability	New and amended Standing Rules	Proposed amendments and new procedures considered	2 meetings held and workshops to be held in 2005/06 Ongoing process
	To communicate House resolutions affecting the Executive within 2 days and	House resolutions communicated	All resolutions communicated within timeframes	33 resolutions affecting the Executive and 2 affecting other stakeholders were timeously

Strategic Goal	Measurable Objective	Output	Performance measures	Actual performance
	resolutions affecting other stakeholders within two weeks			communicated
To provide procedural and administrative support to committees	To produce minutes of all committee meetings within 48 hours	Properly documented records produced	All minutes produced within timeframes	Minutes and attendance records of 197 meetings timeously produced and distributed 70 Committee reports tabled and distributed
	To record NCOP mandates separately from Committee Reports	NCOP mandates separately recorded	All mandates recorded separately	Mandates separately recorded in the ATC
	To update Chairperson's manual on committee procedure by October 2004	Committee procedure updated	Manual updated by October 2004	Ongoing Process affected by Rules review
	To establish a formal relationship with the office of the Chief Whip of the NCOP by April 2004	Relationship established	Documents and information received and mandates submitted timeously	Formal relationship established
	To establish Committee Section specific study forum by April 2004	Study forum established	Forum established by April 2004	Study forum established and regular meetings held
	To establish a formal relationship with the Committee section of the NA by April 2004	Relationship established	Formal relationship established	Formal relationship established
	To advertise committee programme at least twice a year	Committee programme	Advertised programme	Not proceeded with
To provide	To promote	Increased	Increased	Committee

Strategic Goal	Measurable Objective	Output	Performance measures	Actual performance
professional, non-partisan and effective library and research services to Members, committees and staff and to manage parliamentary website	increased committee generated research requests for the duration of 2004	committee generated research	committee generated research	generated research increased by 75%
	To proactively promote circulation of library material by physically circulating specific items on a monthly basis	Increased circulation	Increased circulation	763 items were loaned translating into a decrease of 15% that can be ascribed to most Members involved in electioneering campaigns and the fact that elections took place in April 2004.
	To administer a needs assessment and customer service survey by August 2004	Needs assessment administered	Needs assessment administered	Feedback received from our target group showed an increased confidence in the services that Library & Research offers
	Establish contact with and brief relevant institutions for placement of interns by June 2004	Contact established with relevant institutions and interns placed	Feedback from parties	Fully achieved the target of attracting talented intern candidates
	To re-develop the WCPP official homepage in order to improve access to and navigation of parliamentary information by June 2004	Improved access to and navigation of WCPP website	Number of hits to homepage and feedback from visitors	71 506 hits to homepage
	To develop a	Awareness of	Number of hits to	Newspaper advert

Strategic Goal	Measurable Objective	Output	Performance measures	Actual performance
	marketing campaign to promote awareness of the WCPP homepage by July 2004	WCPP homepage	homepage and feedback from visitors	placed – 71 506 hits
To actively promote public participation in parliamentary processes and education regarding its purpose and work	To prepare and plan for 2 regional debates by December 2004	2 Regional debates held	2	1
	To involve 40 learners in participating in Youth Parliament during August 2004	Youth Parliament	1	Not proceeded with
	To facilitate orientation and training sessions for new and returning Members within 4 weeks of constitution of the new Parliament, and follow-up sessions by November 2004	Orientation and training sessions held	Sessions held within 4 weeks of constitution and follow-up in November	Sessions held with new and returning Members – follow-up not proceeded with
	To produce 2 editions of in-house magazine by December 2004	2 Editions produced	2	Due to branding exercise – not proceeded with
	To establish a multi-section events committee by April 2004	Functional multi-section events committee established	Committee established	Multi-section events committee formed
	To develop an induction programme and collate material for new and returning	Induction programme developed and material collated	Programme and material developed	Material produced and induction programme presented

Strategic Goal	Measurable Objective	Output	Performance measures	Actual performance
	Members by April 2004			
To provide legal advice of the highest quality to Presiding Officers, Committees, Members and Secretary	To develop feedback mechanisms by April 2004	Feedback mechanisms developed	Feedback provided	Feedback forms handed to Members, not completed Members prefer verbal feedback on services rendered
	To compile Parliamentary legal compliance calendar by end April 2004	Compliance calendar compiled	Legal requirements complied with	Calendar completed timeously and distributed
	To devise a system to ensure adequate legal services to committees by April 2004	System devised	Legal services provided	Devised an "early warning system" with Committee coordinators to determine whether committee will require legal services depending on topic discussed
	To propose amendments to legislation affecting the Provincial Parliament by July 2004	Updated legislation	Legislation updated and received	Suspended due to the finalisation of the Powers and Immunities of Parliaments and Provincial Legislatures Act, which came into operation July 2004
	To identify legal and procedural requirements for induction of new and returning Members by May 2004	Legal and procedural requirements for induction purposes identified	New parliament constituted properly	Ensured compliance with legal and procedural requirements for new Parliament

Programme 3: Facilities and Benefits of Members

Programme 3: Members' Facilities provides Members of the Western Cape Provincial Parliament with the means to fulfil their constitutional obligations by enabling them to, amongst others, employ support staff at their parliamentary offices, procure and equip constituency offices, appoint constituency office staff and cover monthly expenses such as telephone accounts and equipment rental. In addition enabling funds are made available for items such as travel and subsistence, accommodation and office telephone and cellphone expenses, etc.

These enabling facilities consist of reimbursive allowances, the calculation of which is based on prescribed formulas. The Secretarial and Constituency Allowances are paid in advance to political parties on a quarterly basis. The budget also makes provision for the payment of Commonwealth Parliamentary Association annual subscription fees, medical aid payments for continuation members as well as catering services.

The general election in 2004 impacted on the usage of the available funds as Members were engaged in electioneering and the set-up phase of the new parliament. This resulted in a saving on the allocation, however, following the establishment of the new parliament the utilisation of the budget followed expected trends.

Strategic Goal	Measurable Objective	Output	Performance measure	Actual performance
Capacitate members to fulfil their constitutional obligations as public representatives	Payment of financial assistance to political parties to establish and maintain infrastructure on receipt of annual financial statements that comply with the requirements of the respective policies within 14 days	Timeous and accurate payments	Timeous and accurate payments	Payments accurately and timeously effected
	Payment of claims of Members within 14 days of receipt of all required documentation	Timeous and accurate payments	Timeous and accurate payments	Payments accurately and timeously effected

PART 3

REPORT OF THE

AUDIT COMMITTEE

**WESTERN CAPE PROVINCIAL PARLIAMENT (VOTE 2)
SHARED AUDIT COMMITTEE REPORT FOR THE FINANCIAL
YEAR ENDING 31 MARCH 2005**

We are pleased to present our report for the above-mentioned financial year.

Appointment of the Shared Audit Committee

The Western Cape Provincial Parliament (Vote 2) is served by a Shared Audit Committee appointed under Cabinet Resolution 75/2003 of 23 June 2003 for the 2 year period to 31 March 2005, extended by Resolution 95/2005 for 2 more years to 31 March 2007.

Audit Committee Members and Attendance:

The Shared Audit Committee members attended meetings during the financial year under review, in terms of their adopted Audit Charter, as indicated below:

Member	Number of Meetings Attended
Mr J.A. Jarvis (Chairperson)	5
Mr J. January	5
Mr V.W. Sikobi (resigned May 2005)	1
Mr R. Warley	4
Mr. P. Jones (appointed April 2005)	0

Audit Committee Responsibility

The Audit Committee has complied with its responsibilities arising from section 38(1) (a) of the PFMA and Treasury Regulation 3.1.13 and 27(1) (10). The Audit Committee has also regulated its affairs and discharged its responsibilities in terms of the Audit Committee Charter. However it did not address internal audit issues as envisaged in its Charter and the PFMA, due to the suspension of Internal Audit activity in 2003 (Provincial Treasury Circular No. 25/2003).

Effectiveness of Internal Control

In 2004 the Sihluma Sonke Consortium was appointed to develop and transfer internal audit skills to the Provincial Government over a three-year period.

The assessment of Internal Controls by Internal Audit was suspended in 2003 and the Operational Audit Plan was rescheduled to commence in 2005/6, following completion of the Risk Assessment and Process and Control Mapping exercises.

In view of the above the Audit Committee has had to rely on the opinions and work done by the Auditor General in preparing this report.

No significant matters affecting Internal Control were identified.

During the year under review the Audit Committee has promoted better communication and exchange of information between the Forensic Audit, Internal Control units, Internal Audit, and the Office of the Auditor General.

Evaluation of Financial Statements

The Audit Committee has:

- Reviewed and discussed with the Auditor General and the Accounting Officer (or his/her representative) the audited annual financial statements to be included in the annual report;
- Reviewed the Auditor General's management letters and the responses thereto;
- Reviewed significant adjustments resulting from the audit.
- Reviewed the Auditor General's report.

The Audit Committee concurs and accepts the Audit Opinion of the Auditor General on the Annual Financial Statements and is of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor General.

Appreciation

The Audit Committee wishes to express its appreciation to the Provincial Treasury, Officials of the Provincial Parliament, the Auditor General and the Sihluma Sonke Consortium for their assistance and co-operation in compiling this report.



J.A. JARVIS
Chairperson of the Shared Audit Committee
Date: 4 August 2005

PART 4

ANNUAL FINANCIAL

STATEMENTS

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005

4.1. Management Report

Report by the Accounting Officer to the Speaker and Parliament of the Western Cape.

4.1.1. General review of the state of financial affairs

This report addresses the performance of the Western Cape Provincial Parliament and includes relevant statutory information in terms of the Public Finance Management Act, 1999 (PFMA) (Act 1 of 1999). Although the Provincial Parliament is not fully subject to the PFMA, its reporting complies with the Act.

Savings

The saving on this Vote, excluding Statutory Appropriation, amounted to R2, 592, 703.66 of which R1, 200, 000.00 and R151, 282.07 are compulsory savings in respect of policy options identified for the 2005/06 fiscal year and transfer payments. The real savings therefore realises into 3.73% of the original estimate.

Constituency allowances were once again paid in line with that of National Parliament and therefore a resultant compulsory saving accrued as a result of provision being made for a 10% increase.

Other savings can be mainly attributed to members' facilities and benefits and its accompanying allowances.

Challenges and way forward

The 2004 elections and a new executive authority delivered a fresh mandate not only to the people of the province but also to the administration of the Provincial Parliament. Several key projects, events and proposed changes to its processes and systems have been identified and will take shape in the new fiscal year.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005

These crucial challenges that were identified for the continued functioning as an effective organisation includes:

- ensuring a popularly owned credible institution with people of the Province at the centre of its business;
- building a dynamic relationship with all stakeholders;
- ensuring that its processes and procedures are appropriate to fulfil its responsibilities;
- ensuring the most effective way for the public to participate in its processes and work and the implementation of a best practice model of public participation and education;
- the development of new institutional arrangements reflecting on matters pertaining to governance, policies and practices;
- enabling the members through improved facilities and administrative support and
- the development of a new corporate identity reflecting the institution, its values and work as well as an appropriate communication strategy to facilitate effective communication with all stakeholders.

With these challenges navigating the 2005/06 budget, savings were realised in the 2004/05 fiscal year to bolster the appropriated funds. What is of great importance is that the organisation did not underspend on its activities but merely rose to the challenge of achieving its targets and outputs through redistribution of its funds and the commitment of its staff.

4.1.2. Services rendered by the Western Cape Provincial Parliament

Our business is to provide an enabling environment for Members to publicly debate and consider issues, pass legislation and scrutinise and oversee executive actions. The promotion of public involvement in Parliament's actions is also an integral function of Parliament.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005

To achieve this, we provide procedural support such as committee, research, library, legal, language and communication services and corporate support including finance and supply chain management, human resources, information technology and household services.

Financial support for the establishment and maintenance of infrastructure for political parties at the legislature and in constituencies was also provided.

4.1.3. Utilisation of donor funds

Canadian Parliamentary Centre

The Western Cape Provincial Parliament and the Canadian Parliamentary Centre entered into a three-year partnership agreement in order to implement the Canadian International Development Agency (CIDA) funded Legislative Accountability Programme (LAP) in South Africa. This agreement covers the period October 2002 to March 2005. The aim of this programme is to enhance the systems of accountability through more effective participatory committees. The programme includes a committee staff training project as well as legislature specific projects.

European Union Legislatures Support Programme (EULSP)

The European Union Legislatures Support Programme (EULSP) resumed on 1 August 2004 and will continue until October 2006. Key result areas identified which will benefit from funding include:

- improving law making systems and processes, policy development, assessment of implementation capacity, oversight and accountability;
- enhancing public participation in decision making and developing education in democracy;
- improving equality on gender and disability in the legislatures;
- improving skills in legislatures; and
- enhancing Information and communication technology (ICT) facilities and equipment in legislatures.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005

4.1.4. Transfer payments to political parties

Transfer payments in respect of secretarial and constituency support were made to all political parties represented in the Parliament. The financial year spanned two election years and therefore different parties were represented in the parliament in both the pre- and post-elections.

Pre-election parties were the African National Congress (ANC), New National Party (NNP), New Labour Party, Democratic Alliance (DA) and the African Christian Democratic Party (ACDP).

Post election parties were the African National Congress (ANC), New National Party (NNP), Democratic Alliance (DA), African Christian Democratic Party (ACDP), United Democratic Movement (UDM) and the Independent Democrats (ID).

These payments and resultant expenditure are regulated by comprehensive policies and it is a requirement that each party submit audited financial reports annually. Further details are provided in the notes to the financial statements and also in Part 2 of this report.

4.1.5. Corporate governance arrangements

The Provincial Parliament continues to subscribe to the principles of openness, integrity, responsibility and accountability. We also regularly review processes and practices in compliance with legal obligations and best practices to ensure the economic, efficient and effective utilisation of funds.

Internal control

We endeavour to further minimise risks by ensuring that appropriate systems, infrastructure and fully trained and skilled staff are in place and further augment these by appropriate policies (including a fraud prevention plan) and organisational structures that provide for the division of responsibilities.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005

The WCPP regularly conducts a review of the effectiveness of its system of internal controls. These systems of internal controls provide reasonable assurance that Parliament's transactions are authorised and recorded properly and that errors and irregularities are either detected or prevented in a timely manner and that Parliament's assets are safeguarded.

Asset register

The WCPP has established an asset register that meets the basic requirements of the asset management guideline as proposed by the National Treasury.

Internal Audit

The WCPP is part of the risk management process of the Provincial Government: Western Cape. The Western Cape: Provincial Government continues to do the internal auditing function on our behalf on an agency basis. We also share their Audit Committee.

The Sihluma Sonke Consortium has been appointed by the Provincial Treasury to conduct a risk assessment of the Provincial Parliament, which was finalised on the 28th of March 2005. The Provincial Treasury has proposed a provisional budget and the commencement of the process and control mapping of the WCPP's line functions will begin late in May 2005.

Employees

A code of conduct for staff provides a framework for the staff's ethical conduct, which seeks to instil in its employees the spirit of fairness, respect and ethical standards in dealing with Parliament's clients (members and the general public) to ensure that Parliament's integrity is not compromised. The health and safety of members, staff, visitors and contractors are extremely important to the WCPP. An Occupational Health and Safety committee exists to address risks and needs of the WCPP. The WCPP actively participates in similar structures of the Provincial Administration.

4.1.6. Progress with financial management improvement

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
REPORT OF THE ACCOUNTING OFFICER
for the year ended 31 MARCH 2005

The Provincial Parliament continually reviews financial practices and trains staff to align these with legal requirements and best practices. To this end we serve on various fora such as the Chief Financial Officers' Forum, the Financial Accountants' Forum and the Inter-Legislature Finance Forum that promote financial management improvements.

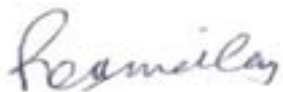
Key staff members of the Finance Section have also received training in Generally Recognised Accounting Practice (GRAP) I and II as proposed by the Accounting Standards Board (ASB) and also participates in the consideration of draft proposals of new statements and accounting policies by the ASB.

4.1.7. Performance information

Performance is reported in relation to general performance indicators of timeliness, quality and quantity for each objective as set out in Parliament's Strategic Plan. The evaluation of Parliament's performance takes place through informal surveys of members' satisfaction. Evaluation is also based on comments of members' satisfaction with Parliament's performance, including comments in the Chamber, Rules Committee and other fora.

4.1.8. Approval

The Accounting Officer has approved the annual financial statements set out on pages 34 to 71.



.....
RG HINDLEY
Actg. ACCOUNTING OFFICER
31 MAY 2005

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
REPORT OF THE AUDITOR–GENERAL
for the year ended 31 MARCH 2005

**REPORT OF THE AUDITOR–GENERAL TO THE PROVINCIAL PARLIAMENT OF THE
WESTERN CAPE ON THE FINANCIAL STATEMENTS OF THE WESTERN CAPE
PROVINCIAL PARLIAMENT (VOTE 2)
FOR THE YEAR ENDED 31 MARCH 2005**

1. AUDIT ASSIGNMENT

The financial statements as set out on pages 34 to 71 for the year ended 31 March 2005, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 4 and 20 of the Public Audit Act, 2004 (Act No. 25 of 2004). These financial statements, the maintenance of effective control measures and compliance with relevant laws and regulations are the responsibility of the accounting officer. My responsibility is to express an opinion on these financial statements, based on the audit.

2. NATURE AND SCOPE

The audit was conducted in accordance with Statements of South African Auditing Standards. Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit includes:

- examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements,
- assessing the accounting principles used and significant estimates made by management, and
- evaluating the overall financial statement presentation.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
REPORT OF THE AUDITOR-GENERAL
for the year ended 31 MARCH 2005

Furthermore, an audit includes an examination, on a test basis, of evidence supporting compliance in all material respects with the relevant laws and regulations which came to my attention and are applicable to financial matters.

The audit was completed in accordance with Auditor-General Directive No. 1 of 2005.

I believe that the audit provides a reasonable basis for my opinion.

3. AUDIT OPINION

In my opinion, the financial statements fairly present, in all material respects, the financial position of the Western Cape Provincial Parliament at 31 March 2005 and the results of its operations and cash flows for the year then ended, in accordance with prescribed accounting practice and in the manner required by the relevant legislation.

4. APPRECIATION

The assistance rendered by the staff of the Western Cape Provincial Parliament during the audit is sincerely appreciated.

S. A. Fakie

Auditor-General

Pretoria

28 July 2005



AUDITOR-GENERAL

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ACCOUNTING POLICIES
for the year ended 31 MARCH 2005

4.3. Statement of Accounting policies and related matters

The Annual Financial Statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the Annual Financial Statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), the Treasury Regulations for Departments and Constitutional Institutions issued in terms of the Act and the Division of Revenue Act, Act 5 of 2004. The following issued, but not yet effective Standards of Generally Recognised Accounting Practice have not been fully complied with in the Annual Financial Statements: GRAP 1, 2 and 3.

4.3.1. Basis of preparation

The Annual Financial Statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosure items. Under the cash basis of accounting transactions and other events are recognised when cash is received or paid. Under the accrual basis of accounting transactions and other events are recognised when incurred and not when cash is received or paid.

4.3.2. Revenue

Appropriated funds

Voted funds are the amounts appropriated to the Provincial Parliament in accordance with the final budget known as the Adjusted Estimates of Provincial Expenditure. Unexpended voted funds are surrendered to the Provincial Revenue Fund, unless otherwise stated.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ACCOUNTING POLICIES
for the year ended 31 MARCH 2005

Departmental revenue

Tax revenue

A tax receipt is defined as compulsory, irrecoverable revenue collected by the Provincial Parliament. Tax receipts are recognised as revenue in the statement of financial performance on receipt of the funds.

Sale of goods and services other than capital assets

This comprises the proceeds from the sale of goods and/or services produced by the Provincial Parliament. Revenue is recognised in the statement of financial performance on receipt of the funds.

Fines, penalties and forfeits

Fines, penalties and forfeits are compulsory receipts imposed by court or quasi-judicial body. Revenue is recognised in the statement of financial performance on receipt of the funds.

Interest, dividends and rent on land

Interest received is recognised upon receipt of the funds, and no provision is made for interest receivable from the last receipt date to the end of the reporting period. It is recognised as revenue in the Statement of Financial Performance of the Provincial Parliament and then transferred to the Provincial Revenue Fund.

Sale of capital assets

The proceeds from the sale of capital assets is recognised as revenue in the statement of financial performance on receipt of the funds.

Financial transactions in assets and liabilities

Cheques issued in previous accounting periods that expire before being banked are recognised as revenue in the statement of financial performance when the cheque becomes stale. When the cheque is reissued the payment is made from Revenue.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ACCOUNTING POLICIES
for the year ended 31 MARCH 2005

4.3.3. Expenditure

Compensation of employees

Salaries and wages comprise payments to employees. Salaries and wages are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system.

Social contributions include the Provincial Parliaments' contribution to social insurance schemes paid on behalf of the employee. Social contributions are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system.

Short-term employee benefits

The cost of short-term employee benefits is expensed in the Statement of Financial Performance in the reporting period when the final authorisation for payment is effected on the system. Short-term employee benefits, that give rise to a present legal or constructive obligation are disclosed as a disclosure note to the Annual Financial Statements and are not recognised in the Statement of Financial Performance.

Termination benefits

Termination benefits are recognised and expensed only when the final authorisation for payment is effected on the system.

Medical benefits

The Provincial Parliament provides medical benefits for its employees through defined benefit plans. Employer contributions to the fund are incurred when the final authorisation for payment is effected on the system. No provision is made for medical benefits in the Annual Financial Statements of the Provincial Parliament.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ACCOUNTING POLICIES
for the year ended 31 MARCH 2005

Goods and services

Payments made for goods and/or services are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system. The expense is classified as capital if the goods and services were used on a capital project.

Financial transactions in assets and liabilities

Financial transactions in assets and liabilities include bad debts written off. Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings available to the Provincial Parliament. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts.

4.3.4. Transfers and subsidies

Transfers and subsidies are recognised as an expense when the final authorisation for payment is effected on the system.

4.3.5. Expenditure for capital assets

Capital assets are assets that can be used repeatedly and continuously in production for more than one year. Payments made for capital assets are recognised as an expense in the Statement of Financial Performance when the final authorisation for payment is effected on the system.

4.3.6. Receivables

Receivables are not normally recognised under the modified cash basis of accounting. However, receivables included in the Statement of Financial Position arise from cash payments that are recoverable from another party, when the payments are made.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ACCOUNTING POLICIES
for the year ended 31 MARCH 2005

Receivables for services delivered are not recognised in the Statement of Financial Position as a current asset or as income in the Statement of Financial Performance, as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are disclosed separately as part of the disclosure notes to enhance the usefulness of the Annual Financial Statements.

4.3.7. Cash and cash equivalents

Cash and cash equivalents consist of cash on hand balances with banks and disbursements. Cash equivalents are short-term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

4.3.8. Payables

Payables are not normally recognised under the modified cash basis of accounting. However, payables included in the Statement of Financial Position arise from deductions from employees' salaries that are due to another party.

4.3.9. Lease commitments

Lease commitments for the period remaining from the reporting date until the end of the lease contract are disclosed as part of the disclosure notes to the Annual Financial Statements. These commitments are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on the cash basis of accounting.

Operating lease expenditure is expensed when the payment is made.

Finance lease expenditure is expensed when the payment is made, but results in the acquisition of the asset under the lease agreement. A finance lease is not allowed in terms of the Public Finance Management Act.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ACCOUNTING POLICIES
for the year ended 31 MARCH 2005

4.3.10. Accruals

This amount represents goods/services that have been received, but no invoice has been received from the supplier at the reporting date, OR an invoice has been received but final authorisation for payment has not been effected on the system. These amounts are not recognised in the Statement of Financial Position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

4.3.11. Contingent liability

This 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 wholly within the control of the Provincial Parliament; or

a present obligation that arises from past events but is not recognised because:

- it is not probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; or
- the amount of the obligation cannot be measured with sufficient reliability

Contingent liabilities are not recognised in the Statement of Financial position, but the information is disclosed as part of the disclosure notes.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ACCOUNTING POLICIES
for the year ended 31 MARCH 2005

4.3.12. Commitments

This amount represents goods/services that have been approved and/or contracted, but no delivery has taken place at the reporting date. These amounts are not recognised in the Statement of financial position as a liability or as expenditure in the Statement of Financial Performance as the Annual Financial Statements are prepared on a modified cash basis of accounting, but are however disclosed as part of the disclosure notes.

4.3.13. Recoverable revenue

Recoverable revenue represents payments made and recognised in the Statement of Financial Performance as an expense in previous years due to non-performance in accordance with an agreement, which have now become recoverable from a debtor. Repayments are transferred to the Revenue Fund as and when the repayment is received.

4.3.14. Comparative figures

Where necessary, comparative figures have been restated to conform to the changes in the presentation in the current year. The comparative figures shown in these Annual Financial Statements are limited to the figures shown in the previous year's audited Annual Financial Statements and such other comparative figures that the department may reasonably have available for reporting. Reclassification of expenditure has occurred due to the implementation of the Standard Chart of Accounts. It is not practical to present comparative amounts in the Cash Flow Statements as this would involve reclassification of amounts dating back to the 2002/03 year-end.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
APPROPRIATION STATEMENT
for the year ended 31 MARCH 2005

Appropriation per programme									
	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. Programme 1: Administration of the Provincial Parliament									
Current payment	9,920		(174)	9,746	9,839	(93)	101.0%	9,210	9,436
Transfers and subsidies	1,820		182	2,002	1,992	10	99.5%	904	664
Expenditure for capital assets	1,510		5	1,515	354	1,161	23.4%	1,047	691
2. Programme 2: Procedural Services									
Current payment	8,619		215	8,834	8,203	631	92.9%	8,070	8,037
Transfers and subsidies	33		122	155	162	(7)	104.5%	23	22
3. Programme 3: Facilities and Benefits of Members									
Current payment	4,756		(300)	4,456	3,808	648	85.5%	4,032	3,906
Transfers and subsidies	6,642		(50)	6,592	6,349	243	96.3%	6,148	6,083
Subtotal	33,300			33,300	30,707		92.2%	29,434	28,839
Statutory Appropriation									
Current payment	13,561			13,561	12,892	669	95.1%	13,826	12,164
TOTAL	46,861			46,861	43,599	3,262	93.0%	43,260	41,003
Reconciliation with Statement of Financial Performance									
Departmental revenue received				88				154	
Actual amounts per Statements of Financial Performance (Total revenue)				46,949				43,414	
Actual amounts per Statements of Financial Performance (Total expenditure)					43,599				41,003

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
APPROPRIATION STATEMENT
for the year ended 31 MARCH 2005

Appropriation per economic classification									
	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payment									
Compensation of employees	14,358		(239)	14,119	13,831	288	98.0%	13,655	13,505
Goods and services	8,937		(22)	8,915	7,977	938	89.5%	7,656	7,871
Financial transactions in assets and liabilities					42	(42)		1	2
Transfers and subsidies to:									
Provinces and municipalities	72			72	58	14	80.6%	56	56
Foreign governments and international organisations	100		(30)	70	70		100.0%	67	67
Public corporations and private enterprises	290		4	294	292	2	99.3%	241	241
Non-profit institutions	5,481			5,481	5,249	232	95.8%	5,111	5,046
Households	2,552		282	2,834	2,834		100.0%	1,600	1,360
Payment for capital assets									
Buildings and other fixed structures					27	(27)			5
Machinery and equipment	1,510		5	1,515	327	1,188	21.6%	1,047	673
Software and other intangible assets									13
Total	33,300			33,300	30,707	2,593	92.2%	29,434	28,839

Statutory Appropriation									
Details of direct charges against the Provincial Revenue Fund	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Parliamentary officers	13,561			13,561	12,892	669	95.1%	13,826	12,164
Total	13,561			13,561	12,892	669	95.1%	13,826	12,164

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
DETAIL PER PROGRAMME
for the year ended 31 MARCH 2005

Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1.1 Office of the Speaker/ Deputy Speaker									
Current payment	1,559		85	1,644	1,640	4	99.8%	1,159	1,135
Transfers and subsidies	6		23	29	29		100.0%	4	12
1.2 Office of the Secretary									
Current payment	2,039		(89)	1,950	1,940	10	99.5%	2,442	2,387
Transfers and subsidies	7		(1)	6	4	2	66.7%	5	5
1.3 Corporate Services									
Current payment	6,322		(170)	6,152	6,259	(107)	101.7%	5,609	5,914
Transfers and subsidies	1,807		160	1,967	1,959	8	99.6%	895	647
Payment for capital assets	1,510		5	1,515	354	1,161	23.4%	1,047	691
TOTAL	13,250		13	13,263	12,185	1,078	91.9%	11,161	10,791

Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payment									
Compensation of employees	6,944		(138)	6,806	6,731	75	98.9%	6,613	6,530
Goods and services	2,976		(36)	2,940	3,065	(125)	104.3%	2,596	2,903
Financial transactions in assets and liabilities					42	(42)		1	2
Transfers and subsidies to:									
Provinces and municipalities	22			22	20	2	90.9%	18	18
Public corporations and private enterprises	140			140	139	1	99.3%	123	123
Households	1,658		182	1,840	1,834	6	99.7%	763	524
Payment for capital assets									
Buildings and other fixed structures					27	(27)			5
Machinery and equipment	1,510		5	1,515	327	1,188	21.6%	1,047	673
Software and other intangible assets									13
Total	13,250		13	13,263	12,185	1,078	91.9%	11,161	10,791

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
DETAIL PER PROGRAMME
for the year ended 31 MARCH 2005

Programme per subprogramme	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
2.1 Committees									
Current payment	2,285		359	2,644	2,643	1	100.0%	2,997	2,997
Transfers and subsidies	7		35	42	53	(11)	126.2%	4	4
2.2 Library, Research & Information									
Current payment	1,181		14	1,195	1,190	5	99.6%	1,120	1,105
Transfers and subsidies	4		(1)	3	2	1	66.7%	12	12
2.3 Communication									
Current payment	2,309		(2)	2,307	1,688	619	73.2%	1,407	1,401
Transfers and subsidies	16		41	57	54	3	94.7%	3	2
2.4 House Proceedings									
Current payment	1,410		14	1,424	1,424		100.0%	1,083	1,071
Transfers and subsidies	5		47	52	52		100.0%	3	3
2.5 Portfolio Committees									
Current payment	950		(183)	767	763	4	99.5%	1,039	1,039
2.6 Legal Services									
Current payment	484		13	497	495	2	99.6%	424	424
Transfers and subsidies	1			1	1		100.0%	1	1
TOTAL	8,652		337	8,989	8,365	624	93.1%	8,093	8,059

Economic Classification	2004/05							2003/04	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payment									
Compensation of employees	4,804		(101)	4,703	4,698	5	99.9%	4,642	4,617
Goods and services	3,815		314	4,129	3,505	624	84.9%	3,428	3,420
Transfers and subsidies to:									
Provinces and municipalities	13			13	11	2	84.6%	12	12
Households	20		124	144	151	(7)	104.9%	11	10
Total	8,652		337	8,989	8,365	624	93.1%	8,093	8,059

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
DETAIL PER PROGRAMME
for the year ended 31 MARCH 2005

Programme per subprogramme	2004/05						2003/04		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
3.1 Contributions									
Current payment	2,610			2,610	2,402	208	92.0%	2,400	2,358
Transfers and subsidies	1,161		(50)	1,111	1,100	11	99.0%	1,037	1,037
3.2 Allowances									
Current payment	1,780		(300)	1,480	1,330	150	89.9%	1,419	1,378
Transfers and subsidies	5,481			5,481	5,249	232	95.8%	5,111	5,046
3.3 Catering Services									
Current payment	366			366	76	290	20.8%	213	170
TOTAL	11,398		(350)	11,048	10,157	891	91.9%	10,180	9,989

Economic Classification	2004/05						2003/04		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Payments as % of final appropriation	Final Appropriation	Actual Payment
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payment									
Compensation of employees	2,610			2,610	2,402	208	92.0%	2,400	2,358
Goods and services	2,146		(300)	1,846	1,407	439	76.2%	1,632	1,548
Transfers and subsidies to:									
Provinces and municipalities	37			37	27	10	73.0%	26	26
Foreign governments and international organisations	100		(30)	70	70		100.0%	67	67
Public corporations and private enterprises	150		4	154	153	1	99.4%	118	118
Non-profit institutions	5,481			5,481	5,249	232	95.8%	5,111	5,046
Households	874		(24)	850	849	1	99.9%	826	826
Total	11,398		(350)	11,048	10,157	891	91.9%	10,180	9,989

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 MARCH 2005

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

Transfers are made to several entities, namely;

Municipalities

In respect of regional services council levies.

Private enterprises

The contribution to accident insurance paid to Alexander Forbes.

International Organisations

Annual subscriptions fees payable to the Commonwealth Parliamentary Association.

This amount is paid in UK pounds.

Non-profit institutions

Transfer payments made to political parties in respect of constituency and secretarial allowances.

Households

Payments in respect of severance packages, incentive rewards and employers contribution to medical aid for members of Parliament who continues with the members after resignation/retirement.

Detail of these transactions can be viewed in note 8 (Transfers and subsidies) and Annexure 1 (A–E) to the Annual Financial Statements.

2. Detail on financial transactions in assets and liabilities

Debts that have become irrecoverable have been written off in terms of PPTD 11.2.1 and the WCPP write-off policy. Government motor transport accident claim was also written off due to the driver not being found negligent.

The theft of a laptop resulted in the replacement of such item.

Details of these transactions can be viewed in note 7 (Financial transactions in assets and liabilities) to the financial statements.

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

3.1. Per Programme	Voted Funds after virement	Actual Expenditure	R'000	%
Programme 1: Administration of the Provincial Parliament	13,263	12,185	1,078	8.13%
Programme 2: Procedural Services	8,989	8,365	624	6.94%
Programme 3: Facilities and Benefits of Members	11,048	10,157	891	8.06%

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE APPROPRIATION STATEMENT
for the year ended 31 MARCH 2005

Programme 1: Administration of the Provincial Parliament

The saving is mainly due to capital works undertaken by Vote 10: Department of Transport and Public Works, which will be completed in the 2005/06 fiscal year.

Programme 2: Procedural Services

Compulsory saving on Subprogramme: Communication to fund identified policy options in the 2005/06 fiscal year.

Programme 3: Facilities and Benefits of Members

Savings on Members' enabling allowances as well as a compulsory saving on constituency allowance as it is increased in line with that of National Parliament.

3.2. Per Economic classification

Current payment:

Financial transactions in assets and liabilities

Thefts and losses are not budgeted for and form a charge against the savings of the vote.

Transfers and subsidies:

Provinces and municipalities

The later than anticipated filling of vacancies resulted in a saving on Regional Services Council levies.

Payments for capital assets:

Machinery and equipment

Capital projects are estimated for completion in the 2005/06 fiscal year.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 31 MARCH 2005

	<i>Note</i>	2004/05 R'000	2003/04 R'000
REVENUE			
Annual appropriation	<i>1</i>	33,300	29,434
Statutory appropriation	<i>2</i>	13,561	13,826
Departmental revenue	<i>3</i>	88	154
TOTAL REVENUE		46,949	43,414
EXPENDITURE			
Current expenditure			
Compensation of employees	<i>5</i>	26,723	25,669
Goods and services	<i>6</i>	7,977	7,871
Financial transactions in assets and liabilities	<i>7</i>	42	2
Total current expenditure		34,742	33,542
Transfers and subsidies	<i>8</i>	8,503	6,770
Expenditure for capital assets			
Buildings and other fixed structures	<i>9</i>	27	5
Machinery and Equipment	<i>9</i>	327	673
Software and other intangible assets	<i>9</i>		13
Total expenditure for capital assets		354	691
TOTAL EXPENDITURE		43,599	41,003
NET SURPLUS/(DEFICIT) FOR THE YEAR		3,350	2,411
Reconciliation of Net Surplus/(Deficit) for the year			
Voted Funds to be surrendered to the Revenue Fund/unutilised	<i>13</i>	3,262	2,257
Departmental receipts to be surrendered to the Revenue Fund	<i>14</i>	88	154
NET SURPLUS/(DEFICIT) FOR THE YEAR		3,350	2,411

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
STATEMENT OF FINANCIAL POSITION
at 31 MARCH 2005

	<i>Note</i>	2004/05 R'000	2003/04 R'000
ASSETS			
Current assets		3,433	2,481
Cash and cash equivalents	<i>10</i>	3,147	1,067
Prepayments and advances	<i>11</i>	115	16
Receivables	<i>12</i>	171	1,398
TOTAL ASSETS		3,433	2,481
LIABILITIES			
Current liabilities		3,433	2,481
Voted funds to be surrendered to the Revenue Fund	<i>13</i>	3,262	2,257
Departmental revenue to be surrendered to the Revenue Fund	<i>14</i>	158	224
Payables	<i>15</i>	13	
TOTAL LIABILITIES		3,433	2,481 ¹

¹ The 2003/04 Statement of Financial Position has been amended to include the amount of R1,258,000 owing to the Provincial Parliament by the Provincial Treasury in respect of voted funds not received.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
STATEMENT OF CHANGES IN NET ASSETS
for the year ended 31 MARCH 2005

	<i>Note</i>	2004/05 R'000	2003/04 R'000
Recoverable revenue			
Opening balance			203
Prior year adjustment			(203)
Closing balance			
TOTAL			

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
CASH FLOW STATEMENT
for the year ended 31 MARCH 2005

	<i>Note</i>	2004/05 R'000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Annual appropriated funds received		33,300
Statutory appropriated funds received		13,561
Departmental revenue received		143
Net (increase)/decrease in working capital		<u>1,128</u>
		<u>48,132</u>
Surrendered to Revenue Fund		(2,481)
Current payments		(34,742)
Transfers and subsidies paid		<u>(8,503)</u>
Net cash flow available from operating activities	<i>16</i>	<u>2,406</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments for capital assets	<i>9</i>	(354)
Proceeds from sale of capital assets	<i>3</i>	<u>15</u>
Net cash flows from investing activities		<u>(339)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Increase in current payments	<i>16</i>	<u>13</u>
Net cash flows from financing activities		<u>13</u>
Net increase/(decrease) in cash and cash equivalents		2,080
Cash and cash equivalents at the beginning of the period	<i>10</i>	<u>1,067</u>
Cash and cash equivalents at end of period	<i>10</i>	<u>3,147</u>

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

1. Annual Appropriation

- 1.1. Included are funds appropriated in terms of the Appropriation Act for Provincial Departments (Equitable Share)

	Final Appropriation R'000	Actual Funds Received R'000	Variance over/(under) R'000	Total Appropriation 2003/04 R'000
Programme 1: Administration of the Provincial Parliament	13,263	13,263		11,161
Programme 2: Procedural Services	8,989	8,989		8,093
Programme 3: Facilities and Benefits of Members	11,048	11,048		10,180
Total	33,300	33,300		29,434

2. Statutory Appropriation

	2004/05	2003/04
Parliamentary officers	13,561	13,826
	13,561	13,826

There are 31 parliamentary officers whose salaries and non-pensionable allowances form a direct charge against the Provincial Revenue Fund. The Provincial Parliament administers these salaries and allowances.

3. Departmental revenue to be surrendered to revenue fund

Description	<i>Notes</i>	2004/05 R'000	2003/04 R'000
Tax revenue			
Sales of goods and services other than capital assets		21	31
Fines, penalties and forfeits			
Interest, dividends and rent on land		55	79
Sales of capital assets		15	
Recoverable revenue received			
Financial transactions in assets and liabilities	<i>3.1</i>	67	114
Total revenue collected		158	224
Less: Departmental Revenue Budgeted		70	70
Departmental revenue collected		88	154

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

3.1. Financial transactions in assets and liabilities

Nature of loss recovered

	2004/05 R'000	2003/04 R'000
Cheques written back		2
Other	67	112
	<u>67</u>	<u>114</u>

Included in 'other' is an amount of R53, 000 in respect of private telephone receipts recovered as revenue in the 2003/04 fiscal year. The accounting entry has been aligned with the GRAP in the 2004/05 fiscal year which clarifies the decrease in own revenue.

4. Local and foreign aid assistance

4.1. Assistance received in kind

Foreign

European Union Parliamentary Support Programme	18	
Canadian Parliamentary Centre - Legislative Accountability Programme	38	103
Total local and foreign aid assistance received in kind	<u>56</u>	<u>103</u>

5. Compensation of employees

5.1. Salaries and Wages

Basic salary	18,057	15,983
Performance award	213	229
Service Based	511	1,704
Compensative/circumstantial	113	92
Other non-pensionable allowances	3,777	3,692
	<u>22,671</u>	<u>21,700</u>

5.2. Social contributions

5.2.1. Short-term employee benefits

Pension	2,769	2,724
Medical	1,280	1,242
UIF	3	3
	<u>4,052</u>	<u>3,969</u>

Total compensation of employees

<u>26,723</u>	<u>25,669</u>
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Average number of employees

<u>61</u>	<u>61</u>
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WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

6. Goods and services

	<i>Note</i>	2004/05	2003/04
		R'000	R'000
Advertising		131	231
Attendance fees (including registration fees)		113	88
Bank charges and card fees		43	41
Bursaries (employees)		17	22
Communication		765	737
Computer services		194	9
Consultants, contractors and special services		48	1,540
Courier and delivery services			1
Entertainment		845	622
External audit fees	<i>6.1</i>	277	133
Equipment less than R5000		219	394
Inventory	<i>6.2</i>	366	507
Legal fees		38	4
Maintenance, repairs and running cost		184	10
Operating leases		354	263
Photographic services		17	
Plant flowers and other decorations		49	20
Printing and publications		109	6
Professional bodies and membership fees		34	
Resettlement cost		24	
Subscriptions		146	148
Owned and leasehold property expenditure		2	2
Translations and transcriptions		1,261	223
Travel and subsistence	<i>6.3</i>	2,718	2,839
Venues and facilities		5	11
Protective, special clothing & uniforms		18	20
		<u>7,977</u>	<u>7,871</u>

6.1. External audit fees

Regularity audits	<u>277</u>	<u>133</u>
Total external audit fees	<u>277</u>	<u>133</u>

6.2. Inventory (purchased during the year)

Other inventory	61	270
Domestic consumables	7	
Stationery and printing	295	225
Medical supplies	<u>3</u>	<u>12</u>
	<u>366</u>	<u>507</u>

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

		2004/05 R'000	2003/04 R'000
6.3. Travel and subsistence			
Local		1,882	1,703
Foreign		<u>836</u>	<u>1,136</u>
Total travel and subsistence		<u>2,718</u>	<u>2,839</u>
7. Financial transactions in assets and liabilities			
Material losses through criminal conduct	7.1	10	
Other material losses written off	7.2	19	
Debts written off	7.3	<u>13</u>	<u>2</u>
		<u>42</u>	<u>2</u>
7.1. Material losses through criminal conduct			
Nature of losses			
Theft (Replacement of stolen item)		<u>10</u>	
		<u>10</u>	
7.2. Other material losses written off			
Nature of losses			
Government motor vehicle accidents		<u>19</u>	
		<u>19</u>	
7.3. Bad debts written off			
Nature of debts written off			
Irrecoverable debt		<u>13</u>	<u>2</u>
		<u>13</u>	<u>2</u>
8. Transfers and subsidies			
	<i>Notes</i>		
Provinces and municipalities	<i>Annex 1A</i>	58	56
Public corporations and private enterprises	<i>Annex 1B</i>	292	241
Foreign governments and international organisations	<i>Annex 1C</i>	70	67
Non-profit institutions	<i>Annex 1D</i>	5,249	5,046
Households	<i>Annex 1E</i>	<u>2,834</u>	<u>1,360</u>
		<u>8,503</u>	<u>6,770</u>

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

		2004/05 R'000	2003/04 R'000			
9. Expenditure for capital assets						
Buildings and other fixed structures	<i>Annex 3</i>	27	5			
Machinery and equipment	<i>Annex 3</i>	327	673			
Software and other intangible assets	<i>Annex 3</i>	<u> </u>	<u>13</u>			
Total		<u>354</u>	<u>691</u>			
10. Cash and cash equivalents						
Consolidated Paymaster General Account		295	1,067			
Disbursements		(331)				
Temporary investments (PT)		<u>3,183</u>				
		<u>3,147</u>	<u>1,067</u>			
11. Prepayments and advances						
Description						
Staff advances		23	15			
Travel and subsistence		<u>92</u>	<u>1</u>			
		<u>115</u>	<u>16</u>			
12. Receivables						
		Less than one year	One to three years	Older than three years	Total	Total
Amounts owing by other entities	<i>Annex 4</i>	9			9	
Staff debtors	<i>12.1</i>	1			1	26
Clearing accounts	<i>12.2</i>					1,258
Other debtors	<i>12.3</i>	<u>141</u>	<u>18</u>	<u>2</u>	<u>161</u>	<u>114</u>
		<u>151</u>	<u>18</u>	<u>2</u>	<u>171</u>	<u>1,398</u>

Amounts of R 2,430.27 (2004: R2, 236) included above may not be recoverable, but have not been written off in the Statement of financial performance

12.1. Staff debtors			
Debt owing by members of the WCPP		<u>1</u>	<u>26</u>
		<u>1</u>	<u>26</u>
12.2. Clearing accounts			
Shortfall on Statutory Exchequer Grant account		<u> </u>	<u>1,258</u>
		<u> </u>	<u>1,258</u>

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

	2004/05 R'000	2003/04 R'000			
12.3. Other debtors					
Disallowance: Telephone	74	42			
Disallowance: Miscellaneous	25	67			
Disallowance: Supplier	2	2			
Disallowance: Political parties	27				
Ex-personnel and members	33	3			
	161	114			
13. Voted funds to be surrendered to the Revenue Fund					
Opening balance	2,257	1,755			
Transfer from Statement of Financial Performance	3,262	2,257			
Paid during the year	(2,257)	(1,755)			
Closing balance	3,262	2,257			
14. Departmental receipts to be surrendered to the Revenue Fund					
Opening balance	224	202			
Transfer from Statement of Financial Performance	88	154			
Departmental revenue budgeted	70	70			
Paid during the year	(224)	(202)			
Closing balance	158	224			
15. Payables – current					
	<i>Notes</i>	30	30+ Days	Total	Total
		Days			
Clearing accounts	<i>15.1</i>	10		10	
Other payables	<i>15.2</i>	3		3	
		13		13	
15.1. Clearing accounts					
Unallocated receipts				10	
				10	
15.2. Other payables					
Medical aid payover				1	
Income tax payover				2	
				3	

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

	2004/05	2003/04
	R'000	R'000
16. Reconciliation of net cash flow from operating activities to surplus/(deficit)		
Net surplus/(deficit) as per Statement of Financial Performance	3,350	
(Increase)/decrease in receivables – current	1,227	
(Increase)/decrease in prepayments and advances	(99)	
Increase/(decrease) in payables – current	13	
Proceeds from sale of equipment	(15)	
Surrenders	(2,481)	
Capital expenditure	354	
Departmental revenue budgeted	70	
Net cash flow generated by operating activities	2,419	
 17. Appropriated funds and departmental revenue surrendered		
Appropriated funds surrendered	(2,257)	(1,755)
Departmental revenue surrendered	(224)	(202)
	(2,481)	(1,957)

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

These amounts are not recognised in the Annual Financial Statements and are disclosed to enhance the usefulness of the Annual Financial Statements.

	<i>Note</i>	2004/05	2003/04
18. Contingent liabilities		R'000	R'000
 Liable to	Nature		
Housing loan guarantees	Employees	<i>Annex 2</i> 40	40
		<u>40</u>	<u>40</u>
19. Commitments			
 Current expenditure			
Approved and contracted		63	134
 Total Commitments		<u>63</u>	<u>134</u>
20. Accruals			
 Listed by economic classification			
	30 Days	30+ Days	Total
Goods and services			8
			<u>8</u>
 Listed by programme level			
Programme 1: Administration of the Provincial Parliament			7
Programme 2: Procedural Services			1
			<u>8</u>
21. Employee benefits			
Leave entitlement		1,389	1,414
Thirteenth cheque		277	337
		<u>1,666</u>	<u>1,751</u>
22. Lease Commitments			
22.1. Operating leases	Buildings & other fixed structures	Machinery & equipment	Total
Telkom (PABX)			
Not later than one year		147	147
Later than one year and not later than 3 years		98	245
Total present value of lease liabilities		<u>245</u>	<u>392</u>

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
DISCLOSURE NOTES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

23. Senior management personnel

The Speaker and Deputy Speaker's salary and allowances forms a direct charge against the Provincial Revenue Fund. This amounted to R1, 084, 000 for the year. The employer contribution to their pension and medical aid amounted to R212, 000 which is expensed against voted funds.

The top management of the Provincial Parliament is comprised of the Secretary and two Deputy Secretaries. The Secretary performs the functions of the Accounting Officer and the Deputy Secretary: Corporate Services performs the functions of the Chief Financial Officer. Their aggregate remuneration for the 2004/05 financial year amounted to R1, 360, 000 which includes employer contributions.

The beginning of the reporting period there were five individuals in this category, this number has been reduced to four at the end of the reporting period.

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 1A
STATEMENT OF TRANSFERS PAID TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER		2003/04 Division of Revenue Act R'000
	Division of Revenue Act R'000	Roll Overs R'000	DORA Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	
Cape Metropolitan Council (CMC)	65		7	72	58	80.6%	56
	65		7	72	58	80.6%	56



WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 1B
STATEMENT OF TRANSFERS TO PUBLIC CORPORATIONS AND PRIVATE ENTERPRISES

NAME OF PUBLIC CORPORATION/PRIVATE ENTERPRISE	TRANSFER ALLOCATION			TRANSFER			2003/04
	Appropriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred	
Private Enterprises							
Transfers							
Contribution to accident insurance (Alexander Forbes)			294	294	292	99.3%	293
TOTAL			294	294	292	99.3%	293
							Appropriation Act R'000
							241



WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 1C
STATEMENT OF TRANSFERS TO FOREIGN GOVERNMENT AND INTERNATIONAL ORGANISATIONS

FOREIGN GOVERNMENT/ INTERNATIONAL ORGANISATION	TRANSFER ALLOCATION				TRANSFER		2003/04
	Appropriation Act R'000	Roll overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred	Appropriatio n Act R'000
Transfers							
Commonwealth	100		(30)	70	70	100%	67
Parliamentary Association							
Total	100		(30)	70	70	100%	67



WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 1D
STATEMENT OF TRANSFERS TO NON-PROFIT ORGANISATIONS

NON-PROFIT ORGANISATIONS	TRANSFER ALLOCATION				TRANSFER		2003/04	
	Appropriation Act R'000	Roll overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred	Appropriation Act R'000	
						%		
Transfers								
African National Congress	2,500			2,500	2,343	93.7%	2,509	
New National Party	616			616	604	98.1%	1,217	
Democratic Alliance	1,500			1,500	1,487	99.1%	896	
African Christian Democratic Party	300			300	292	97.3%	284	
Independent Democrats	400			400	366	91.5%		
United Democratic Movement	160			160	152	95.0%		
New Labour Party	5			5	5	100%	140	
Total	5,481			5,481	5,249		5,046	



WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 1E
STATEMENT OF TRANSFERS TO HOUSEHOLDS

	TRANSFER ALLOCATION				EXPENDITURE		2003/04	
	Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	Appropriation Act	
	R'000	R'000	R'000	R'000	R'000	%	R'000	
HOUSEHOLDS								
Transfers								
Severance package and leave gratuities	1,645		299	1,944	1,953	100.5%	527	
Incentive rewards	33		5	38	32	84.2%	6	
Medical aid iro continuation member	874		(24)	850	849	99.9%	826	
Total	2,552		280	2,832	2,834		1,359	



WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 1F
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2004/05	2003/04
		R'000	R'000
Received in kind			
European Union Parliamentary Support Programme	Parliamentary support	18	
Canadian Parliamentary Centre – Legislative Accountability Programme	Legislative accountability support	38	103
		56	103



WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 2
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2005 - LOCAL

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount	Opening balance 1 April 2004	Guarantees issued during the year	Guarantees released during the year	Guaranteed interest for year ended 31 March 2005	Closing balance 31 March 2005	Realised losses i.r.o. claims paid out
		R'000	R'000	R'000	R'000	R'000	R'000	R'000
FNB	Housing	170	17				17	
Permanent Bank	Housing	71	12				12	
ABSA	Housing	54	11				11	
Total		295	40				40	



WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 3

PHYSICAL ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2005

	Opening Balance R'000	Additions R'000	Disposals R'000	Transfers in R'000	Transfers out R'000	Closing balance R'000
BUILDINGS AND OTHER FIXED STRUCTURES	82	27				109
Heritage assets	82	27				109
MACHINERY AND EQUIPMENT	1,577	327				1,904
Computer equipment	189	161				350
Furniture and office equipment	17	140				157
Other machinery and equipment	805	26				831
Transport assets	566					566
BIOLOGICAL OR CULTIVATED ASSETS						
	1,659	354				2,013



WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

PHYSICAL ASSET MOVEMENT SCHEDULE FOR THE YEAR ENDED 31 MARCH 2004

	Opening Balance R'000	Additions	Disposals R'000	Transfers in R'000	Transfers out R'000	Closing balance R'000
BUILDINGS AND OTHER FIXED STRUCTURES	77	5				82
Heritage assets	77	5				82
	904	673				1,577
MACHINERY AND EQUIPMENT						
Computer equipment		189				189
Furniture and office equipment		17				17
Other machinery and equipment	618	187				805
Transport assets	286	280				566
	981	678				1,659

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 3

SOFTWARE AND OTHER INTANGIBLE ASSETS MOVEMENT SCHEDULE AS AT 31 March 2005

	Opening Balance R'000	Additions	Disposals R'000	Transfers in R'000	Transfers out R'000	Closing balance R'000
Computer software	13					13
	<u>13</u>					<u>13</u>

SOFTWARE AND OTHER INTANGIBLE ASSETS MOVEMENT SCHEDULE AS AT 31 March 2004

	Opening Balance R'000	Additions	Disposals R'000	Transfers in R'000	Transfers out R'000	Closing balance R'000
Computer software		13				13
		<u>13</u>				<u>13</u>

WESTERN CAPE PROVINCIAL PARLIAMENT
VOTE 2
ANNEXURES TO THE ANNUAL FINANCIAL STATEMENTS
for the year ended 31 MARCH 2005

ANNEXURE 4
INTER-GOVERNMENT RECEIVABLES

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding	
	31/03/2005 R'000	31/03/2004 R'000	31/03/2005 R'000	31/03/2004 R'000

Departments

Department of Economic Development and Tourism	3			
Department of Agriculture			3	
Department of Health			3	
TOTAL	3		6	

PART 5

HUMAN RESOURCE

MANAGEMENT

5.1. Expenditure

The following tables summarise final audited expenditure by programme and by salary bands. In particular, it provides an indication of the amount spent on compensation of employees in terms of each of the programme or salary bands within the Provincial Parliament.

TABLE 5.1.1 – Personnel costs by programme, 2004/05

Programme	Personnel Expenditure (R'000)	Personnel cost as a percent of total expenditure	Average personnel cost per employee (R'000)
Administration of the Provincial Parliament	5 855	55,49%	158
Procedural Service	4 696	44,50%	195
Total	10 551		172

TABLE 5.1.2 – Personnel costs by salary bands, 2004/05

Salary bands	Occupational categories	Personnel Expenditure (R'000)	% of total personnel cost	Average personnel cost per employee (R'000)
Band A	Unskilled and defined decision making	458	4,34%	65
Band B		267	2,53%	66
Band C	Semi-skilled & skilled technical and academically qualified	1 748	16,57%	116
Band D		2 518	23,87%	148
Band E		1 479	14,02%	211
Band F	Senior management & Professionally qualified	2 637	24,99%	329
Band G	Top Management	1 241	11,76%	620
Band H		200	1,90%	200
Total		10 551		

The table provides an indication of the percentage of the personnel budget that was used for salaries, overtime, housing allowance and medical assistance.

TABLE 5.1.3 – Salaries, Overtime, Housing Allowance and Medical Assistance by salary bands, 2004/05

Salary Bands	Occupational Categories	Salaries		Overtime		Housing Allowance		Medical Assistance	
		Amount (R'000)	Salaries as a % of personnel cost	Amount (R'000)	Overtime as a % of personnel cost	Amount (R'000)	HA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel cost
Band A	Unskilled and defined decision making	318	3,01%	5	0,04%	53	0,50%	19	0,18%
Band B		169	1,60%	8	0,07%	29	0,27%	10	0,09%
Band C	Semi-skilled & Skilled	1 169	11,07%	5	0,04%	139	1,31%	140	1,32%
Band D		1 770	16,77%	18	0,17%	153	1,44%	118	1,11%
Band E	Technical and academically qualified	1 066	10,10%	8	0,07%	65	0,61%	61	0,57%
Band F	Senior Management & Professionally qualified	1 822	17,26%	2	0,01%	0	0	4	0,03%
Band G	Top	725	6,87%	0	0	0	0	12	0,11%
Band H	Management	118	1,11%	0	0	0	0	0	0
Total		7 157	67,83%	47	0,44%	441	4,17%	364	3,44%

TABLE 5.1.4 – Salaries, Overtime, Housing Allowance and Medical Assistance by programme, 2004/05

Programme	Salaries		Overtime		Housing Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of personnel cost	Amount (R'000)	Overtime as a % of personnel cost	Amount (R'000)	HA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel cost
Administration of the Provincial Parliament	3 860	36,58%	34	0,32%	261	2,47%	212	2,00%
Procedural Services	3 296	31,23%	12	0,11%	178	1,69%	152	1,44%
Total	7 157	67,83%	47	0,44%	441	4,17%	364	3,44%

5.2. Employment and vacancies

The following tables summarise the number of posts on the establishment, the number of employees and the vacancy rate.

The vacancy rate reflects the percentage of posts that are not filled.

TABLE 5.2.1 – Employment and vacancies by programme, 31 March 2005

Programme	Number of posts	Number of posts vacant	Vacancy Rate
Administration of the Provincial Parliament	48	17	35,41%
Procedural Service	36	16	44,44%
Total	84	33	39,28%

TABLE 5.2.2 – Employment and vacancies by salary bands, 31 March 2005

Salary band	Occupational categories	Number of posts	Number of posts filled	Number of posts vacant	Vacancy Rate
Band A	Unskilled and defined decision making	7	6	1	14,00%
Band B		3	3	0	0,00%
Band C	Semi-skilled & Skilled Technical and academically qualified	22	14	8	36,00%
Band D		25	14	11	50,00%
Band E	Senior Management & Professionally qualified	14	6	8	57,00%
Band F		10	6	4	40,00%
Band G	Top Management	2	2	0	0,00%
Band H		1	0	1	100,00%
Total		84	51	33	39,00%

5.3 Job evaluation

The Western Cape Provincial Parliament has adopted the SKAN post evaluation system as a grading tool and means of classifying and attaching relative value to posts within the organisational structure. No posts were evaluated during the year under review.

5.4 Employment changes

This section provides information on changes in employment over the financial year.

TABLE 5.4.1 – Annual turnover rates by salary band for the period 1 April 2004 to 31 March 2005

Salary Band	Occupational categories	Number of employees per band as on 1 April 2004	Appointments	Terminations and promotions	Number of employees per band as on 31 March 2005
Band A	Unskilled and defined decision making	6	1	1	6
Band B		3	1	1	3
Band C	Semi-skilled & Skilled Technical and academically qualified	16		2	14
Band D		16	1	3	14
Band E		7		1	6
Band F	Senior Management & Professionally qualified	8		2	6
Band G	Top Management	2			2
Band H		1		1	0
Total		59	3	11	51

TABLE 5.4.2 – Reasons why staff are leaving the organisation

Termination Type	Number	% of total
Death		
Resignation	7	13,72%
Expiry of contract		
Dismissal - operational changes		
Dismissal - misconduct		
Dismissal - inefficiency		
Discharged due to ill-health		
Retirement	1	1,96%
Transfers to other Public Service Departments		
Other	1	1,96%
Total	9	
Total number of employees who left as a % of the total employment		17,64%

TABLE 5.4.3 – Promotions by salary band

Salary Band	Occupational categories	Employees 1 April 2004	Promotions to another salary level	Salary bands promotions as a % of employees by salary level
Band A	Unskilled and defined decision making	6	1	16,66%
Band B		3		
Band C	Semi-skilled & Skilled Technical and academically qualified	16	1	6,25%
Band D		16		
Band E		7		
Band F	Senior Management & Professionally qualified	8		
Band G	Top Management	2		
Band H		1		
Total		59	2	3,38%

5.5 Employment equity

The tables in this section are based on the formats prescribed by the Employment Equity Act, 55 of 1998.

TABLE 5.5.1 – Total number of employees (including employees with disabilities) in each of the following occupational categories as on 31 March 2005

Occupational categories (SASCO)	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	1	1	0	2	0	1	0	2	7
Professionals	0	0	0	0	0	0	1	0	1
Technicians and associate professionals	0	1	0	0	0	0	0	0	1
Clerks	5	13	0	1	6	12	0	5	42
Total	6	15	0	3	6	13	1	7	51
Employees with disabilities	1	0	0	0	0	0	0	0	1*

* Included in total

TABLE 5.5.2 – Total number of employees (including employees with disabilities) in each of the following occupational bands as on 31 March 2005

Salary bands	Occupational categories	Male				Female				Total
		African	Coloured	Indian	White	African	Coloured	Indian	White	
Band A	Unskilled and defined decision making		3			2	1			6
Band B		1	2							3
Band C	Semi-skilled & Skilled technical and academically qualified	2	2			1	6		3	14
Band D		2	4			2	4		2	14
Band E			3		1	1	1			6
Band F	Senior Management and Professionally qualified	1			1		1	1	2	6
Band G	Top Management		1		1					2
Band H										0
Total		6	15	0	3	6	13	1	7	51

TABLE 5.5.3 – Recruitment for the period 1 April 2004 to 31 March 2005

Salary Bands	Occupational categories	Male				Female				Total
		African	Coloured	Indian	White	African	Coloured	Indian	White	
Band A	Unskilled and defined decision making		1							1
Total		0	1	0	0	0	0	0	0	1

TABLE 5.5.4 – Terminations for the period 1 April 2004 to 31 March 2005

Salary Bands	Occupational categories	Male				Female				Total
		African	Coloured	Indian	White	African	Coloured	Indian	White	
Band A	Unskilled and defined decision making									
Band B			1							1
Band C	Semi-skilled & Skilled technical and academically qualified		1							1
Band D		1			1	1				3
Band E									1	1
Band F	Senior Management and Professionally qualified		1			1				2
Band G	Top Management									
Band H					1					1
Total		1	3	0	2	2	0	0	1	9

TABLE 5.5.5 – Disciplinary action for the period 1 April 2004 to 31 March 2005

Disciplinary action	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
		1				1			2

TABLE 5.5.6 – Skills development for the period 1 April 2004 to 31 March 2005

Occupational categories	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Legislators, senior officials and managers	1	2		3	1	1			8
Professionals	0	0	0	0	0	0	1	0	1
Technicians and associate professionals	0	1	0		0	0	0	0	1
Clerks	4	12	0	1	5	12	0	5	39
Total	5	15	0	4	6	13	1	5	49

Employees with disabilities	1	0	0	0	0	0	0	0	1
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5.6 Performance rewards

To encourage good performance, the Provincial Parliament has granted the following performance rewards during the year under review. The information is presented in terms of race, gender, and disability (Table 7.1), salary bands (table 7.2 and 7.3).

TABLE 5.6.1 – Performance Rewards (cash bonus) by race, gender, and disability, 1 April 2004 to 31 March 2005

	Beneficiary Profile		
	Number of beneficiaries	Total number of employees in group	% of total within group
African			
Male	6	6	100%
Female	6	6	100%
Indian			
Male	0	0	
Female	1	1	100%
Coloured			
Male	15	15	100%
Female	13	13	100%
White			
Male	3	3	100%
Female	7	7	100%
Employees with a disability	1	1	100%
Total	51	51	100%

TABLE 5.6.2 – Performance Rewards (cash bonus) by salary bands for personnel, 1 April 2004 to 31 March 2005

Salary Bands	Occupational categories	Beneficiary Profile		
		Number of beneficiaries	Number of employees	% of total within salary bands
Band A	Unskilled and defined decision making	6	6	100%
Band B		3	3	100%
Band C	Semi-skilled & Skilled	14	14	100%
Band D		14	14	100%
Band E	Technical and academically qualified	6	6	100%
Band F		6	6	100%
Band G	Senior Management & Professionally qualified	2	2	100%
Total	Top Management	51	51	100%

TABLE 5.6.3 – Performance Rewards (Increases) by race, gender, and disability, 1 April 2004 to 31 March 2005

	Beneficiary Profile		
	Number of beneficiaries	Total number of employees in group	% of total within group
African			
Male	2	6	33%
Female	2	6	33%
Indian			
Male	0	0	
Female	1	1	100%
Coloured			
Male	6	15	40%
Female	7	13	54%
White			
Male	2	3	67%
Female	2	7	29%
Employees with a disability	1	1	100%
Total	22	51	43%

TABLE 5.6.4 – Performance Rewards (Increases) by salary bands for personnel, 1 April 2004 to 31 March 2005

Salary Bands	Occupational categories	Beneficiary Profile		
		Number of beneficiaries	Number of employees	% of total within salary bands
Band A	Unskilled and defined decision making	2	6	33%
Band B		1	3	33%
Band C	Semi-skilled & Skilled	5	14	36%
Band D		6	14	43%
Band E	Technical and academically qualified	4	6	67%
Band F	Senior Management & Professionally qualified	3	6	50%
Band G	Top Management	1	2	50%
Total		22	51	43 %

5.7 Leave utilisation for the period 1 January 2004 to 31 December 2004

The following tables provide an indication of the use of leave.

TABLE 5.7.1 – Sick leave, 1 January 2004 to 31 December 2004

Salary Band	Occupational categories	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)
Band A	Unskilled and defined decision making	25	20,00%	4	66,00%	4	2
Band B		31	35,00%	3	100,00%	10	5
Band C	Semi-skilled &	143	73,00%	14	87,00%	8	34
Band D	Skilled technical	75	69,00%	10	62,00%	4	24
Band E	and Academically qualified	9	33,00%	3	42,00%	1	4
Band F	Senior Management & Professionally qualified	40	77,00%	4	50,00%	5	40
Band G	Top	0	0,00%	0	0,00%	0	0
Band H	Management	0	0,00%	0	0,00%	0	0

TABLE 5.7.2 – Annual Leave, 1 January 2004 to 31 December 2004

Salary Bands	Occupational categories	Total days taken	Average per employee
Band A	Unskilled and defined decision making	114	22
Band B		62	20
Band C	Semi-skilled & Skilled Technical and academically qualified	288	19
Band D		326	23
Band E		177	29
Band F	Senior Management & Professionally qualified	148	24
Band G	Top Management	49	24
Band H		0	0

TABLE 5.7.3 – Leave payouts for the period 1 April 2004 to 31 March 2005

The following table summarises payments made to employees on termination of service.

REASON	Total Amount (R'000)	Number of Employees	Average payment per employee
Current leave payout on termination of service for 2004/05	319	9	35

5.8 Labour relations

TABLE 5.8.1 – Collective agreements, 1 April 2004 to 31 March 2005

Total collective agreements	None
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The following table summarises the outcome of disciplinary hearings conducted within the Provincial Parliament for the year under review.

TABLE 5.8.2 – Misconduct and disciplinary hearings finalised, 1 April 2004 to 31 March 2005

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

TABLE 5.8.3 – Types of misconduct addressed at disciplinary hearings

Type of misconduct	Number	% of total
Misrepresentation of qualification on CV	1	33%
Disregarding of section procedure	1	33%
Wilful misrepresentation	1	33%
Total	3	100%

TABLE 5.8.4 – Grievances lodged for the period 1 April 2004 to 31 March 2005

	Number	% of Total
Number of grievances resolved	1	100%
Number of grievances not resolved	0	0
Total number of grievances lodged	1	100%

5.9. Skills development

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

Table 5.9.1 – Training provided 1 April 2004 to 31 March 2005

Occupational Categories	Gender	Number of employees as at 1 April 2005	Training provided within the reporting period	
			Skills Programmes & other short courses	Total
Legislators, senior officials and managers	Female	3	2	2
	Male	4	4	4
Professionals	Female	1	0	0
	Male			
Technicians and associate professionals	Female			
	Male	1	2	2
Clerks	Female	23	49	49
	Male	19	39	39
Total		51	96	96