

ANNUAL REPORT

2023-2024

Leaders in State Security printing



**government
printing**

Department:
Government Printing Works
REPUBLIC OF SOUTH AFRICA



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA





ANNUAL REPORT

2023/2024

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PART A

GENERAL INFORMATION



1. GENERAL INFORMATION

Nature of business and principal activities

The Government Printing Works is tasked with the rendering of printing and related services to Government Departments, Provincial Institutions and Local Authorities.

Legal form of entity

In accordance with the Public Service Act (No. 103 of 1994) as amended, The Government Printing Works (GPW) is established as a Government Component.

Registered office

149 Bosman Street, Pretoria, 0001

Business address

149 Bosman Street, Pretoria, 0001

Postal address

Private Bag X 85, Pretoria, 0001

Auditors

The Auditor-General of South Africa

Bankers

ABSA

Reserve Bank

Accounting Officer

Ms A Fosi

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2. LIST OF ACRONYMS

ACRONYMS	DESCRIPTION
AFS	Annual Financial Statements
AGSA	Auditor-General of South Africa
APP	Annual Performance Plan
CEO	Chief Executive Officer
CFO	Chief Financial Officer
COE	Compensation of Employees
CSIR	Council for Scientific and Industrial Research
DHA	Department of Home Affairs
DPME	Department of Planning, Monitoring and Evaluation
DPSA	Department of Public Service and Administration
DPWI	Department of Public Works and Infrastructure
EAP	Employee Assistance Programme
ENE	Estimates of National Expenditure
EXCO	Executive Committee
GPW	Government Printing Works
HRP	Human Resources Plan
ICAO	International Civil Aviation Organization
ICT	Information Communications Technology
ID	Identity Document
MPSA	Minister for the Public Service and Administration

ACRONYMS	DESCRIPTION
MTEF	Medium-term Expenditure Framework
MTSF	Medium-term Strategic Framework
NDP	National Development Plan
PFMA	Public Finance Management Act
PMDS	Performance Management Development System
PPP	Public-Private Partnership
PSCBC	Public Service Co-ordinating Bargaining Council
PSETA	Public Service Sector Education and Training Authority
PTY LTD	Proprietary Limited
RC	Risk Committee
RSA	Republic of South Africa
SCM	Supply Chain Management
SCOPA	Standing Committee on Public Accounts
SITA	State Information Technology Agency
SLA	Service Level Agreement
SMS	Senior Management Service
SMART	Specific, Measurable, Attainable, Realistic, Time-bound
SOPs	Standard Operating Procedures
UPS	Uninterrupted Power Supply
VAT	Value-Added Tax

3. FOREWORD BY THE MINISTER



THE HONOURABLE
Dr LA SCHREIBER, MP
MINISTER OF HOME AFFAIRS

The information summarised in this Annual Report reflect how the Government Printing Works (GPW) implemented its key strategic objectives as articulated in the Component's 2020-2025 Strategic Plan and approved 2023/2024 Annual Performance Plan (APP). Please note that these plans are in the process of revision to reflect the change brought about by the formation of the Government of National Unity in the seventh administration.

The GPW is a Government Component reporting to me, as listed in Part A of Schedule 3 of the Public Service Act, 103 of 1994 (as amended). It provides critical security, para-security and commercial printing services to government departments and their agencies across all spheres of Government.

During the sixth administration, the mandate of the GPW was aligned to the Medium Term Strategic Framework (MTSF) 2019-2024 priorities listed below, which are also linked to the National Development Plan (NDP), Vision 2030

- Building a capable, ethical and developmental State
- Economic transformation and job creation

- Social cohesion and safe communities
- A better Africa and world

This APP was approved with specific performance indicators that served as building blocks towards the realisation of the four MTSF priorities outlined above. The GPW developed pertinent performance indicators contributing towards building a capable, ethical and developmental state. These indicators found expression in the following targets, namely; the training of officials to keep abreast with requisite skills; implementation of the internal audit plan to bolster governance processes; enhancing security management practices as a National Key Point (NKP); as well as revising and testing elements of GPW's Business Continuity Plan. GPW managed to achieve all these targets in the 2023/24 financial year.

In its effort to link up with government's economic transformation and job creation priorities, the GPW had a set of performance indicators on filling of vacant posts in line with the approved organisational structure, and the recruitment of young people and women for the GPW Artisan and Graduate Skills Development programme. As we approach the end of the MTSF cycle, the GPW is expected to have a total of one hundred (100) young people, been taken through this programme. These targets have been achieved, and more people will be taken through this programme in the next financial year, to enable GPW to build the capacity that will be a source of skills that are required when posts are being filled.

As its primary contribution towards social cohesion and safe communities, and a better Africa and the world, the GPW continued to produce Identity and Travel Documents in accordance with client specifications. To this end, GPW managed to produce a total of 2 936 477 Smart Identity Cards and 939 034 Passports for the 2023/24 financial year, which demonstrate an improvement from the 2022/23 financial year, where a total of 2 576 709 Smart Identity cards and 895252 passport booklets were produced.

In its quest to contribute to the capable and developmental State, GPW will be developing and implementing the Gender Based Violence and Femicide Plan in the 2024/5 financial year, in order to mitigate the risk of the pandemic on gender-based violence and femicide.

Significant progress is noted on key GPW projects that had to be executed during this financial year. These projects include the implementation of various recommendations that emanated from the Ministerial Review Panel (MRP) Report, re-automating the gazette system, project initiation of the Masterplan and the refurbishment of the new Headquarters building

Implementation of the Ministerial Review Panel (MRP) recommendations.

The GPW management has made strides in that it has reached 81% in the implementation of the Ministerial Review Panel (MRP) recommendations. The entity will continue to implement the milestones planned for achievement in the medium term by the end of the next financial year. The MRP was established to investigate the occurrence of a system crash that the GPW experienced during the financial year 2020/21. This occurrence affected the financial management and e-Gazette systems, amongst others, resulting into data loss and subsequent delays in tabling the previous Annual Reports and Financial Statements. The loss of data had a negative impact on GPW's audit outcomes over the past few years. Notwithstanding these challenges, the GPW management demonstrated resilience and a determination to turn the tide, and has since been submitting its Annual Financial Statements and Annual Reports timeously in the past two financial years. Further, the organisation has developed

strategies to revamp the ICT infrastructure and alternative means were identified, including utilising the cloud platform, to address the lack of ICT Infrastructure.

The Masterplan and the New Headquarters Building

The Masterplan and the new Headquarters building are part of the GPW's asset recapitalisation plan. As outlined in the 2023/24 APP, the Development Bank of Southern Africa (DBSA) was appointed as an Implementing Agent for the execution of both these projects. The Masterplan is a state of the art factory that will bolster spatial requirements for GPW's equipment and machinery, and support GPW's expansion to the SADC region and other African countries. The new Headquarters building serves to house administrative staff, and its plan consists of a connecting bridge that links it to the Masterplan precinct building. The first phase the new Headquarters building has been concluded, and the site hand over to the suitable service provider to refurbish the building is planned for the 2024/25 financial year. This project is projected to be concluded in the next financial year. The Masterplan building had been delayed by further by ongoing engagements between the GPW, DBSA and DPWI, on the contractual obligations of the service providers that the DPWI had appointed for the construction of the Masterplan project. The DPWI must address all contractual obligations they had with these service providers, prior to handing over the service providers to the DBSA and GPW, to continue with the project. These service providers had been incorporated into the MoU signed between the DPWI and DBSA, hence the bottleneck. Interventions are planned for the next financial year in order to gain traction on this critical project.

Improved audit outcome 2023-2024 financial year

It is commendable to see the GPW advancing from a Disclaimer audit opinion which has been haunting the Component over the past four consecutive financial years. I have made it clear that the progress towards a qualified outcome must now be converted into further momentum by the GPW management and its officials to return to a clean audit status..

Acknowledgements

My appreciation to the Deputy Minister Hon Mr Njabulo Nzuzza for his unwavering and continued support pertaining to the critical products that the GPW produces in support of the DHA Civic Services mandate.

A special thanks goes to the Chairperson and Members of the Portfolio Committee on Home Affairs for holding us accountable and for providing the necessary support during this reporting period. A word of appreciation to the GPW Chief Executive Officer, her Executive Management team and all officials, for their work and collaborative effort demonstrated during the 2023/24 financial year. Finally, it will be remiss not to acknowledge all the GPW customers, who are at the core of the GPW's success. As an organisation, we can only get better through the customer commitment, support and feedback. The GPW will continue to strive to deliver its products and services with excellence.



THE HONOURABLE
Dr LA SCHREIBER, MP
 MINISTER OF HOME AFFAIRS

4. DEPUTY MINISTER'S STATEMENT



THE HONOURABLE
MR N NZUZA, MP
DEPUTY MINISTER OF HOME AFFAIRS

The GPW remains a critical player in our democracy due to its role in supporting the DHA in its mandate of issuing Identity Documents and Travel Documents to the people of this country. These are documents that restores the dignity of our citizens as they are enabled to exercise their rights through accessing services such as social services, banking services, participate in elections, travel across countries and enter into legal contracts. During the financial year 2023/24 GPW produced a total of 2 936 477 Smart Identity Cards and 939 034 Passports. This translates into a 14% and 4.8% increase, respectively in the production of these key products. GPW should be supported to continue producing these documents, in order to protect citizenry rights and the sovereignty of our country. The 2023/24 financial year was the last year the last year of the 6th administration. There was a high demand for Smart Identity Cards, and GPW had to produce all these documents to enable citizens to cast their vote in the general elections.

The South African Gross Domestic Product (GDP) expanded by 0,6% in the second quarter of 2023/24, following a 0,4% rise in the first quarter of the same year. Within this reporting period, our country experienced crippling power cuts through load shedding, volatile commodity prices and global wars,

which contributed to the country's slow economic growth. The negative economic performance pressure has had a direct impact on the government fiscus, necessitating the implementation of cost containment measures across all spheres of government. Notwithstanding these economic and fiscal challenges that the country experienced, the GPW continued to receive support from government departments and public entities such as, amongst others, Departments of Home Affairs, Justice and Correctional Services, Health, Transport, and the South African Police Services. Further to this support from government departments, the GPW has consistently produced quality assured examination papers for the national Department of Higher Education and Training, national Department of Basic Education (DBE), the DBE in Limpopo province, and uMalusi. The revenue generated from these customers, managed to sustain GPW operations, as it remains a self-revenue generating entity, which has not been receiving an allocation from the fiscus since 2013.

The completion of the key infrastructure projects, in particular the Masterplan and the refurbishment of the Headquarters building, will expand the production space and increase operational efficiencies. Once concluded, these projects will provide more factory floor space for equipment and machinery that will assist to service customers locally, in the SADC region as well as in other African countries. The increased office space will enable the GPW to accommodate officials who will be moved out the old and dilapidated Bosman Street office, into habitable offices, thereby increasing productions levels based on customer needs.

The GPW has made significant strides in the implementation of the Marketing and Communication Strategy through its engagements with prospective customers from the SADC region and other African countries. Despite some of these countries being locked in contracts with their colonial masters, the GPW managed to put the foot on the door through engaging these customers through either physical meetings with their representatives in Embassies and High Commissioner's offices based in the country, online meetings, as well as visits to some of these countries. In addition, the Department of Home Affairs continued to invite GPW management to participate in a number of high-level bilateral and multilateral exchanges such as the Bi-national Commissions (BNC) which are aimed at creating and strengthening trade and bilateral relations. This platform has availed opportunities for GPW to expand its business into these countries, which is a critical part of its growth strategy.

GPW has already begun with printing of secured documents for some countries in the continent, such as the birth certificates for Namibia and tertiary institutions certificates for eSwatini. The GPW has to date entered into the Memoranda of Understanding with both the Democratic Republic of Kenya and Namibia, which serves as a solid foundation for the printing and delivery of secured printing material by the GPW to these countries. During the 2023/24 financial year, the GPW continued to engage Kenya and Ethiopia and participated in the annual ID4Africa conference, where more countries were engaged for business opportunities. The ID4Africa conference is one of the platforms that provide opportunities for engaging with international stakeholders and potential customers towards the realisation of business growth.

GPW's management efforts towards recovering from the system crash and data loss experienced in 2021 and 2022 respectively continues to bear some fruit. For the 2023/24 financial year, this Government Component managed to move out of the Disclaimer audit opinion which has been haunting it over the past four consecutive financial years, and obtained a Qualified audit opinion from the AGSA. Focused plans are in place to improve this status into an unqualified, and eventually a clean audit outcome.

I would like to extend my sincere gratitude to the former Minister of Home affairs, Hon. Dr Aaron Motsoaledi for his leadership and guidance during the period under review. I join hands with the new Minister, Dr Leon Schreiber to move the entity to improved levels of performance and overall clean governance.



MR N. NZUZA, MP

DEPUTY MINISTER OF HOME AFFAIRS

5. CHIEF EXECUTIVE OFFICER'S REPORT



MS A FOSI
CHIEF EXECUTIVE OFFICER

1. Overview of the operations of the Government Component

- 1.1. GPW's performance is inextricably linked to its priorities for the 2020-2025 MTSF Cycle; which are as follows:
 - 1.1.1. Reposition the GPW's business processes to ensure stability, sustainability and viability of the organization as a critical national security facility.
 - 1.1.2. Improve customer experience through timeous quality and quantity management
 - 1.1.3. Ensure return on investment and sound financial management and sustainability.
 - 1.1.4. Implement long term vision (Vision 2030), of being a State security printer of choice in the SADC region.
 - 1.1.5. Recruit, retain and develop GPW's workforce to meet market and client demands.
 - 1.1.6. Upgrade facilities to ensure effective management of all operations.

This Annual Report represents the performance of this Government Component for the 2023/24 financial year. The GPW's Annual Performance Plan (APP) had a total of eighteen (18) targets, fourteen (14) of these targets were attained which translates to a 78% attainment of performance targets, whilst four

(4) targets were not achieved. This is a 6% improvement in comparison with the previous two financial years. These targets were performed by officials within the five (5) Branches within GPW, namely; Office of the CEO, which is comprise of Internal Audit, Enterprise Risk Management and Communications; Manufacturing and Engineering; Operations Management; Financial Services and Corporate Services. The four targets which were not achieved pertains to the following: unqualified audit opinion for 2022/23 financial year; 10% net profit margin; 60% of the required capability of the GPW's Information Systems and Digital Services Ecosystem in line with Disaster Management Act and good governance; as well as 90% refurbishment of GPW's Headquarters building completed. GPW management have been put in place to ensure improvement in organisational performance in the next financial year.

As a Government Component, we pride ourselves with the quality of performance indicators that were developed, and implementation was monitored throughout the financial year under review. At the core of GPW's mandate is the printing of Passports and Smart Identity Cards. By the end of the financial year, GPW saw an increase in the pproduction of these critical documents, and the table below bear the statistics for the previous five financial years:

Production statistics 2019/20 – 2023/24

Product	2023/24	2022/23	2021/22	2020/21	2019/20
Passports (booklets)	939 034	895 252	553 098	204 452	987 831
Identity Documents (cards)	2 936 477	2 576 709	2 334 522	1 267 244	2 822 174
Examinations (books)	18 634 815	19 261 371	17 150 015	15 005 351	25 217 879
Official Gazettes (editions published)	2767	2762	2130	2078	2 000
High Security Certificates	19 776 164	12 705 425	11 881 934	6 498 103	13 488 576

GPW is implementing our Marketing and Communications Strategy, which has a dual strategic intent, of expanding our footprint locally in the Republic of South Africa, in the SADC region and to other African countries. Efforts had been and will continue into the next financial year, with targeted marketing of the printing of examinations and security certificates to customers, amongst other products, in order to increase production levels.

1.2. Automation of Examination production process

GPW has already implemented the modern and technologically advanced script sorting and packaging equipment for examinations. Engagements with the National Department of Basic Education and Limpopo Department of Basic Education have been held, and the solution to automate the end-to-end production of examinations process was presented to these stakeholders. Implementation will be realised once feedback is received from DBE. The intention is to execute this function with minimal human intervention and minimise risks related to possible examinations leaks. GPW has availed a secured electronic line to National Department of Basic Education, to enable secured transmission of examinations papers between the two organisations with effect from the 2023/24 financial year going forward. The engagements between GPW management and Limpopo DBE has made progress as they had expressed interest in piloting the automated exams printing in the 2024/25 financial year.

2. Critical Infrastructure Projects: The Master Plan and New Headquarters Building

The GPW has appointed the Development Bank of Southern Africa (DBSA) as its Implementing Agent (IA) for the Master Plan (factory) project during the period under review. The relationship between GPW and the DBSA was extended to cover the new Headquarters building, and an agreement had been signed to this effect. The new Headquarters building is a six-storey office block adjacent to the current Visagie Street precinct, which was procured to house administrative officials, who will be moved out of the old dilapidated Bosman Street office. The DBSA has since finalised the process to appoint a contractor and a Project Execution Plan (PEP) was endorsed by the GPW on 18 March 2024. Phase one of the refurbishment of this new Headquarters building which included clearing of the facade in preparation for the refurbishment was completed in 2023/24 financial year. The refurbishment of the new Headquarters building is inclusive of the connecting bridge to the existing Visagie Street office, and the official site handover to the GPW will be achieved in the 2024/25 financial year.

The Master Plan is a state of the art factory which will house the existing and new machinery and equipment required to run manufacturing, production and printing of all products. This building will amongst others include the commercial printing division, stationery store, museum and resource centre. The polycarbonate assembly plant will also be located within this factory, and will boost GPW's competitive edge by producing the polycarbonate paper to other customers both from within the country, as well as those in the SADC region and other African countries. The Masterplan's Project Execution Plan has been developed and agreed to between the DBSA and GPW. The DBSA has been given the go ahead to execute planned milestones for the first phase of this project in the Minaar Street site. These include the parking space infrastructure, fencing off the Minaar Street perimeter in order to secure the site, and erection of the boom gates for access control. Engagements are underway between the DPWI, DBSA and the GPW to ensure a smooth cession of contracts to both DBSA and GPW by the DPWI. The Project Implementation Plan for the Masterplan project will be rolled out in the next financial year.

In its quest to bring services closer to its customers, GPW has planned to open regional stationery warehouses in the next financial year, in Kwa-Zulu Natal, Mpumalanga, and the Free State provinces. The business case has been developed and presented to EXCO for approval. This is part of the footprint expansion plan to grow GPW's business in order to generate more revenue, and sustain its operations into the future. The need was identified by customers' demands during the stakeholder engagement sessions hosted by GPW in these provinces over the past financial years. A market analysis has been conducted using trends on revenue collected in the past financial years from these provinces, and projections indicated good profitability levels that will benefit GPW financially.

3. Implementation of the approved Organisational Structure

The revised GPW's organisational structure was approved by the Minister of Home Affairs, with the concurrence of the Minister of Public Service and Administration, for implementation with effect from the 01 April 2022. The Recruitment Plan that spans over a five (5) year period, was developed and approved. The filling of posts had been in line with this plan, until management received a circular from National Treasury in September 2023, which put austerity measures on the filling of posts in the public service. Engagements had been underway between GPW and National Treasury, to be granted permission to fill only the prioritised critical posts, which are a prerequisite in the manufacturing, production and printing operations, so that GPW can be enabled to deliver fully on its mandate, and attain its strategic and operational objectives.

The filling of critical prioritised posts over a five (5) year period will bring the required injection of skilled officials such as Artisans, Printer's Assistants, and management required to run the production process. Due to the high vacancy rate, compounded by natural attrition posts vacated as a result of retirements, resignations and death, GPW remains with serious capacity gaps, which compromise timeous delivery of products to customers. As a result of these capacity gaps, GPW had been surviving on overtime in the past financial years, in order to cope with pressures related to the printing of products to customers. Vacancies should therefore be filled to relieve the officials of the current workload pressures and eliminate backlogs, for operational efficiencies. It is envisaged that the dependency on overtime will be drastically reduced as the approved vacant funded posts, particularly those within the core branches, namely, Manufacturing and Engineering and Operations Management, are filled over a period of five (5) years.

GPW management has been implementing various approaches/strategies to capacitate areas where capacity gaps exist, in order to meet customer needs and demands and reduce overtime work. These include the following:

- Redeployment of officials from one unit to another
- Borrowing of officials from one branch to another, particularly from the support to core branches, in non-specialised posts, to assist with manual tasks in order to produce and deliver products to customers. These officials had been granted approval to work remunerated overtime within the 30% threshold of their salaries
- On the job training of officials from various branches, to ensure multi-skilling in areas of need, to expand the skills base in order to utilise these officials from time to time in areas of need
- Rotation of officials has been implemented in areas where temporary increase of work has occurred, such as during the peak of examinations printing and packaging, as well as in the ID and Passport production areas;
- (Re) training of officials in various areas to enhance employee skills in order to optimise service delivery to customers.

Despite all the above efforts amassed to beef up capacity with officials across various unit within the organisation, serious capacity gaps continue to exist. There is a dire need to fill critical vacant funded posts to address this gap. This will assist GPW to implement recommendations of the Ministerial Review Panel, which specified posts to be filled within ICT, Manufacturing and Engineering, Operations Management, and Finance branches.

4. Change Management Strategy and Plan

GPW has taken an organisational transformation journey to harness the organisational culture, with a renewed focus on key areas that require change, leadership and management, work and performance ethic, conduct and behaviour, Employee Value Proposition as well as the Customer promise. To this end, the Change Management Strategy and Plan were approved during the year under review, and will be implemented in the next financial year. This will serve as a vehicle to facilitate the professionalisation of the GPW's environment, encouraging officials to live organisational values, diversity management, engender sound gender relations, with a focus on gender based violence and femicide, youth empowerment and accommodating people with disabilities.

In the 2024/5 financial year, GPW will be developing and implementing the Gender Based Violence and Femicide Plan, in order to mitigate the risk of the pandemic on gender-based violence and femicide, as part of its contribution to the capable and developmental State.

5. Occupational Health and Safety

The GPW, being a manufacturing and production entity, had been implementing the Occupational Health and Safety Act, Act No. 85 of 1993 measures, to ensure the health and safety of officials in relation to the use of equipment and machinery. Personal Protective Equipment and clothing had been provided to officials working in the factory environment, and a service provider has been appointed to ensure continued provision of these items into the next financial years. The planned migration of officials out of the old Bosman Street office into the new Headquarters and Masterplan buildings, serve to directly address the health and safety of all GPW officials, so that they can be accommodated in safe and habitable offices. As indicated above, the migration to the new Headquarters building is planned for the 2024/25 financial year.

6. Implementation of the Ministerial Review Panel

The Ministerial Review Panel (MRP) was established by the Minister of Home Affairs in May 2021 for a period of six months. The Terms of Reference (ToR) set out the work the Panel was expected to execute, which included conducting an investigation into information and communication technology systems failure, loss of critical State information, leaking of information to entities external to GPW, governance systems and labour relations between the employer and organised labour at the GPW. The Panel was required to submit the report to Minister upon conclusion of the investigation.

The MRP report was subsequently finalised by the Panel and presented to the Minister on 6 September 2021. The report was presented to the Portfolio Committee on Home Affairs on the 5th of July 2022. The Minister of Home Affairs provided GPW with the Report in September 2022 to implement the MRP recommendations. The GPW management developed action plans, within the "SMART" principle and implementation began in the 2022/23 financial year. The Project office was established and capacitated with a Project Leader, Technical Advisor and Assistants to monitor the implementation of the recommendations. The implementation model was developed to technically guide the project and monitor the Implementation of the report. Government Technical Advisory Centre (GTAC) was appointed to assist with facilitation of the Human Resources work stream and develop a Change Management Strategy and Plan. This document was concluded and presented to management in the 2023/24 financial year. A forensic company was appointed to investigate matters referred by the MRP team, inclusive of contracts management. The work streams were established to facilitate implementation of recommendation, identify risks and attend to all operational challenges in the year under review.

The implementation plan had been developed and categorised into Short term for completion within 0-6 months; Medium term for completion within 7-12 months; and Long term for completion within 12+ months. GPW had a total of 166 recommendations. Progress as at the end of the year under review can be reported as follows: 134 recommendations have been completed (81%) and 32 are currently in progress (19%), and reflected below:

Total	Completed	In progress
166	134	32

Unit	Total	Completed	In progress	Percentage
CFO	21	16	5	76%
Security	18	13	5	72%
HR	17	13	4	76%
CEO	32	26	6	81%
CIO	61	56	5	92%
M&E	4	3	1	50%
Business Development	5	2	3	75%
IA	1	0	1	0%
Facilities	5	5	0	100%
Legal	2	0	2	0%
Total	166	134	32	81%

Management will continue to implement the plans to ensure successful implementation of all recommendations, in the short, medium and long term.

7. Security Printing Bill

The Security Printing Bill has been following the Draft Legislative process and to this end, consultation with National Departments had been concluded. Two provinces, North West and the Western Cape provinces are outstanding, but letters were sent through from the office of the Minister of Home Affairs to offices of the Premiers, in order to facilitate meetings where presentation of the Bill can be made. Follow up is being made to attain this objective. The Bill is planned to be presented to Cabinet in the 2024/25 financial year, as it was reprioritised in the 2023/24 financial year in order for Cabinet to consider urgent Bills.

8. Restoring the ICT Infrastructure and full re-automation of the eGazette system

In the year under review, the GPW continued to grapple with challenges that emanated from a system failure that took place in February 2021 and March 2022, leading to a loss of critical data dating back from November 2019 to February 2021. The EVA hardware that housed critical servers and systems crashed, and following this, all efforts put in place by management to recover the data, were unsuccessful.

The organisation had developed plans to revamp the ICT infrastructure. The alternative means have been identified to address the lack of ICT Infrastructure and have been implemented as follows:

1. The Microsoft Azure Cloud Infrastructure is acquired through the Microsoft Enterprise License agreement.
 - The Microsoft Azure Cloud Platform is a service that comprises of multiple datacenters located across the world in multiple countries.
 - The implementation of Microsoft Azure Cloud Platform in South Africa is implemented following the compliance of data sovereignty principles, laws and policies of the South African Government. As such, two datacenters located in Cape Town and Johannesburg are used for Microsoft Azure Cloud Platform in South Africa.

- The Cloud Infrastructure is equivalent to fully managed outsourced ICT datacenter and the entity is only responsible for provisioning servers and applications.
2. Migrated the DMZ servers, E-mail, e-Gazette system and Finance System (Dynamics AX system) to the Microsoft Azure cloud platform.
 3. Enabled Microsoft cloud backup processes, and in the process of ensuring the cloud restore platforms.
 4. Reports for successful backup and restore tests are available.

The ICT procurement plan has been developed and includes the procurement of Infrastructure Refresh: SAN & Back-up Solution, e-Gazette Automation and Support, Enterprise Resource Planning (ERP), Network Infrastructure Refresh, HVAC and Power Management Solution for Datacentre among key items. These projects are at different stages in the supply chain management process to procure services of suitable service providers to support GPW. The e-Gazette System Go-live officially was recorded and achieved on the 29th September 2023. The eGazette system has been restored and the testing of the last gazettes is underway.

GPW's revised its ICT Strategy and Plan were approved and continued to be implemented during the period under review. It seeks to attain the modernisation and stabilisation of the ICT environment. To this end, the entity managed to implement the automation of some business its processes such as the e-submission, e-contract management and e-invoice tracking. The e-submission system is live and GPW has started using it to process submissions. The invoice tracking system is already designed, however the process of integration with the finance system is currently underway and this process is planned to be concluded in September 2024. The contract management is still being designed to ensure implementation testing and go live within the 2024/25 financial year.

9. Appointment of the Ministerial Advisory Board

The process to appoint members of the MAB started in the 2023/24 financial year. Members of the Advisory Board should comprise of individuals from various professional disciplines, such as Finance, Governance, Enterprise Risk Management, Audit, ICT, Operations Management, Manufacturing and Engineering or related fields. This is a governance structure whose members are appointed to advise the Minister of Home Affairs and EXCO on overall GPW operations, but with non-executive powers.

The advertisement and selection processes were concluded in the 2023/24 financial year, and the recruitment processes will be finalised within the 2024/25 financial year.

10. Implementation of ISO Standards

GPW is in the process of reviewing its operations to align with International Organisation for Standardisation (ISO). To this end, a tender was advertised during the financial year 2023/24 in a quest to attract the expertise of service providers who can help the GPW conduct research and develop the following: ISO 9001, ISO 14001, ISO 45001, ISO 27001, ISO 22301, ISO 18788 and ISO 14298. The technical support will include support and service maintenance for a period of five years. The procurement process is planned to be finalised and a tender awarded to a suitable service provider during the 2024/25 financial year.

11. Financial reporting requirements for Government Components

In line with its founding legislation, the Public Service Act 1994, as amended, “the GPW must declare any surplus or deficit, as the case may be, to the National Treasury and seek national Treasury approval should it need to retain the surplus”, the GPW had been complying with this instruction over the past years, and declared its surplus to National Treasury, and made requests to retain it for operational sustainability. GPW has to date surrendered a total of R1 794 977 000 to National Treasury. GPW declared operational surpluses of R221, 9 million, R5, 3 million and R74, 2 million for 21/22, 22/23 and 23/24 respectively.

Gazette no 32616 part 6 clearly stipulates the following on Financial Reporting Requirements:- “All financial, policy and procedural arrangements for the GPW provided for in or in terms of or under the PFMA or any other applicable law, must on the date of the establishment of the GPW, as the Government Component by the President of the Republic of South Africa, continue on the basis as that of the Trading Entity, and the GPW must annually declare any surplus or deficit, as the case may be, to National Treasury, and seek National Treasury approval should it need to retain the surplus”.

The provision above is read jointly with the Treasury Regulations, Section 19.7, which stipulates that: - “Surrender of surplus funds 19.7.1 an accounting officer of a department operating a trading entity must, at the end of each financial year and after books of account have been closed, declare any surplus or deficit to the relevant treasury. The relevant treasury may apply such surplus to reduce any proposed allocation to the trading entity or require that all or part of it be redeposited in the Exchequer bank account”.

The above provisions provide for the GPW to declare its surplus to National Treasury, and request to retain its surplus, in order to meet strategic and operational needs. GPW finds itself in a financially constrained position, and in dire need of its surplus in order to sustain its operations. GPW is a self-revenue generating entity that has not been receiving an allocation from the fiscus since 2013 as indicated above, and had been depending on the revenue received from the sale of its products to State organs. This is an affirmation of GPW's financial sustainability over the past financial years, which will be maintained through printing of products to all its customers, including implementation of GPW's footprint expansion strategy in order to secure more customers, both within the Republic of South Africa, in the SADC Region, as well as those located in other African countries. The surplus generated from all these efforts, is required to fund GPW's critical commitments over the MTEF period, inclusive of ICT systems and infrastructure; recapitalisation of assets and procurement of printing consumables; refurbishment and construction of infrastructure projects; and filling of critical posts.

For the 2023/24 financial year, the Annual Financial Statements for GPW were submitted as per legislated date of the 31st May 2024. The Audit Report was signed off on the 31 July 2024. GPW improved on its audit outcomes, from a Disclaimer to the Qualified audit opinion. GPW management is committed to improving this audit outcome to an Unqualified in the next audit cycle, audit outcome and ultimately, a clean audit.

12. Revenue and debt management

In the 2023/24 financial year, GPW's revenue improved by from just above R1.3 billion to about R1.6 billion. This improvement is as a result of management's effort in improving its revenue generation streams as well as debt collection. The GPW has approached National Treasury and requested to participate in

a transversal tender on debt collection. Following submission of all relevant documentation, a service provider is planned to be appointed by GPW in the 2024/25 financial year, for collection of debts owed to this entity. The age analysis has been concluded as well as the top 20 debtors, and will be provided to the service provider so that payments can be facilitated. The scope of work includes cleaning up of the debtor's book, which was affected by the system crash, to ensure that GPW bills departments based on reliable data going forward.

GPW has over the past five (5) financial years surrendered over R1 billion to the National Revenue Fund, following the declaration of its surplus. The AGSA has directed that this amount be reflected against retained earnings, and this has adversely affected GPW's profitability, to an extent that the projections reflect a deficit on its net profit margins. It is against this backdrop that GPW management has requested National Treasury to be allowed to retain its surplus so that it can be enabled to fund its commitments, in order to ensure business continuity and sustainability of its operations, as well as remain a going concern. This will prevent the possibility of GPW approaching National Treasury for a bail out in future.

13. Overview of the financial results of the department:

Departmental receipts

Printing and Advertising Sales actuals were under budget, with the discounted prices on Passports and Smart ID cards contributing to the shortfall in revenue. The accounting model was changed from the International Financial Reporting Standards (IFRS) to Generally Recognised Accounting Practices (GRAP), which led to the de-recognition of deferred income. The discounted prices to the DHA were provided for a period of two years, with 2023-24 being the final year. As indicated above, the e-Gazette System Go-live officially was recorded and achieved on the 29th September 2023. The eGazette system has been restored and the testing of the last gazettes is underway. In order to ensure business continuity, the manual system had been utilised for processing of gazette, and this has affected the advertising sales.

Project Khaedu- the Service Delivery Challenge

The GPW's CEO initiated project 'Khaedu', in the 2023/24 financial year and the project was supported by EXCO. "Khaedu" means "challenge" in Tshi-Venda. Project Khaedu had been designed as an action learning programme to empower managers, through various processes of learning reinforcement and practice, to bring about change within their own area of operational control. Project Khaedu has been designed to involve managers at the coalface/ service delivery points. In 2003, Cabinet decided that all members of the Senior Management Service must, during every performance review cycle, visit the coalface of service delivery and participate in activities to find solutions to service delivery challenges at key government sites. The target group is however all middle and senior managers in the public sector across national, provincial and local government departments.

Service delivery remains one of the major challenges facing national, provincial and local governments. GPW is a government component which has to face its service delivery challenges head on, and ensure that all customers are serviced in line with the Batho Pele principles without fail. Project Khaedu in GPW officially started on the 26th February and ended on the 15th March 2024. Central to the objective of Khaedu, was to focus on clearing the floors and issue all the stock to customers in order to generate more revenue. This objective was achieved. A Report containing recommendations for each functional

area, was developed, and implementation will unfold in the 2024/25 financial year. This project will be undertaken by GPW management in the future financial years in order to deal with all service delivery challenges, with an intention of improving operational effectiveness.

	2023/24			2022/23		
	Estimate R'000	Actual Amount Collected R'000	(Over)/Under Collection R'000	Estimate R'000	Actual Amount Collected R'000	(Over)/Under Expenditure R'000
Sale of goods and services other than capital assets	1 651 833	1 563 604	(88 229)	1 379 977	1 380 226	249
Transfers received	0	0	0	42 000	0	42 000
Fines, penalties and forfeits	0	0	0	0	0	0
Interest, dividends and rent on land	2 340	8 228	5 888	4 726	2 794	(1 932)
Total	1 654 173	1 571 832	(82 341)	1 426 703	1 383 020	(43 683)

Programme Expenditure

Programme Expenditure was less than the budget, due to the effect of the cost containment measures on Compensation of Employees (COE) and certain Goods & Services..

	2023/24			2022/23		
	Final Budget R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000	Final Appropriation R'000	Actual Expenditure R'000	(Over)/Under Expenditure R'000
GPW	1 478 790	1 498 149	(19 359)	1 280 706	1 376 009	(95 303)
Total	1 478 790	1 498 149	(19 359)	1 280 706	1 376 009	(95 303)

Virements/roll overs

GPW as a self-funded Government Component does not utilize the virement option.

Strategic focus over the short to medium term period

GPW will continue to implement activities aligned to its 2020 - 2025 Strategic Plan in closing the MTSF 2019-2024.

Unauthorised, fruitless and wasteful expenditure

None.

Public Private Partnerships

None.

Discontinued key activities / activities to be discontinued.

GPW did not discontinue any of its key activities..

New or proposed key activities

None.

Cashflow

During the year under review GPW paid R2 679 577 000, translating to an increase of 152% when compared with R1 063 756 000 paid in 2022/23. The reason for this increase was due to surrenders that were made to the National Treasury amounting to R1 194 977 000. These payments comprised of R499 900 000 and R695 077 000 for the financial years 2021/22 and 2022/23 respectively.

Supply chain management**Unsolicited bid proposals concluded for the year under review**

GPW did not accept, consider or conclude any unsolicited bids during the year under review.

Systems in place to prevent irregular expenditure

There are processes and systems in place within Supply Chain Management (SCM) to prevent irregular expenditure. These include checklists at various stages during the procurement and payment processes. To attain financial probity, EXCO took a decision to subject all tenders above R 1 000 000 to probity assessments/audits to ensure the appointment of credible and competent service providers.

Challenges experienced in Supply Chain Management

SCM was faced with capacity constraints due to vacant posts. The introduction of cost containment measures by the National Treasury compounded this challenge.

Gifts and Donations received in kind from non-related parties

GPW does not receive gifts and donations.

Exemptions and deviations received from the National Treasury

The request for deviation from the moratorium, to acquire a new ERP System was granted, for financial and supply chain management functions only, through a letter signed by the OAG on the 29/06/23.

Events after the reporting date

The appointment of the contractor for the refurbishment of the GPW New Headquarters building at Visagie Street, was finalised by the DPSA during April 2024. The total contract value is R 162 323 000.

Acknowledgement/s or Appreciation

I need to take this opportunity to express my special thanks to the Minister of Home Affairs, Dr Aaron Motsoaledi for his support and guidance throughout the year under review. My appreciation also goes to the Deputy Minister, Mr Njabulo Nzuza for his support during the 2023/24 financial year. Appreciation also goes to the Chairperson and Members of the Portfolio Committee on Home Affairs, for holding us accountable and for providing the necessary support during this reporting period. The unwavering support from EXCO, management and GPW officials in the execution of their duties in order to improve production and profitability levels, attain financial probity, including the testing and strengthening internal controls towards professionalizing the GPW's environment and attainment of overall clean governance, is highly valued. GPW would not be where it is today without the immense support that we had been receiving from all our customers who make it possible for this entity to succeed in achieving its mandate and sustain its operations. Our sincere gratitude goes to the Chairpersons of Risk and Audit Committee and their respective members for their professional guidance and continued support. The support from all our oversight structures such as National Treasury, OAG and AGSA is valued. The Director General of the Department of Home Affairs and officials, are acknowledged for the support during the period under review.

Approval and sign off



MS A FOSI

CHIEF EXECUTIVE OFFICER
GOVERNMENT PRINTING WORKS

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

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

- All information and amounts disclosed throughout the annual report are consistent.
- The annual report is complete, accurate and is free from any omissions.
- The annual report has been prepared in accordance with the guidelines on the annual report as issued by National Treasury.
- The Annual Financial Statements (Part F) have been prepared in accordance with the GRAP and the relevant frameworks and guidelines issued by the National Treasury.
- The Accounting Officer is responsible for the preparation of the annual financial statements and for the judgements made in this information.
- The Accounting Officer is responsible for establishing and implementing a system of internal control that has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.
- The external auditors are engaged to express an independent opinion on the annual financial statements.
- In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the department for the financial year ended 31 March 2024.

Yours faithfully,



MS A FOSI

CHIEF EXECUTIVE OFFICER

7. STRATEGIC OVERVIEW

1. VISION

To be the State's mandated security printer.

2. MISSION

- To provide cost effective, reliable and timeous services to all spheres of government in printing;
- To deliver equitable information to the public; and
- To disseminate government information through technology, innovation and service excellence

3. VALUES

- Service oriented
- Productive
- Ethical and having integrity
- Caring
- Security conscious

8. LEGISLATIVE AND OTHER MANDATES

GPW is a Government Component reporting to the Minister of Home Affairs (DHA), following Proclamation in the Government Gazette No. 32566, dated 09 October 2009, and as referred to in Section 7(2) and 7(5) read with Schedule 3 Part A of the Public Services Act (PSA) 103 of 1994 (as amended) ("Public Services Act"), that operates within the Public Service established by section 197(1) of the Constitution of the Republic of South Africa.

GPW's main function is to provide security printing and ancillary services to all organs of state in all spheres of government, and reports to the Minister of Home Affairs, with oversight by the Parliamentary Portfolio Committee for Home Affairs. It is wholly governed and regulated in accordance with the PSA and the Public Finance Management Act (PFMA). As a Government Component, GPW supports the constitutional and legislative mandates of the Department in terms of its civic services. The civic mandate of DHA which is grounded on three sets of related principles.

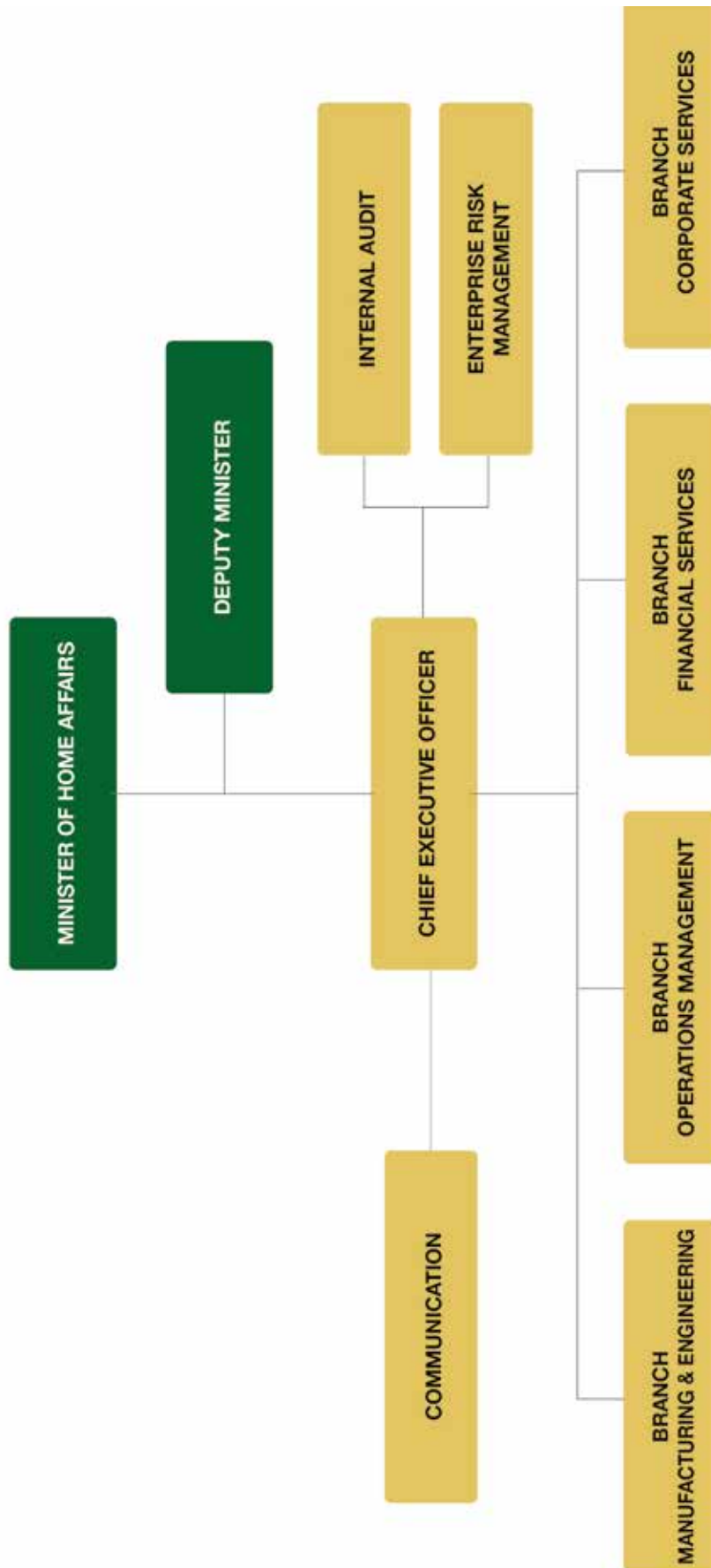
Firstly, as stated in Chapter 1, Section 3 of the Constitution:

1. There is a common South African citizenship.
2. All citizens are
 - (a) equally entitled to the rights, privileges and benefits of citizenship; and
 - (b) equally subject to the duties and responsibilities of citizenship.
3. National legislation must provide for the acquisition, loss and restoration of citizenship.

GPW provides for the above three principles through ensuring documentation of all citizens by producing travel documents as well as the Smart ID cards for the Department. As highlighted in the DHA's Strategic Plan, immigration is not directly dealt with in the Constitution however, the freedom of the right of citizens to travel is entrenched. GPW is responsible for the production of passports for all South Africans who seek to travel within and outside the borders of South Africa.

In summary, some of the relevant elements in the Constitutional framework are that the Republic of South Africa (RSA) is a sovereign State, and all citizens have a duty to protect it. South Africa is committed to a better life, peace and security for South Africans and all people of Africa and the world. SA is a good global citizen, respecting multilateralism and international commitments. All those who live in South Africa are equal in terms of basic human rights, although only citizens have the right to vote, amongst other rights not afforded to foreign nationals. GPW therefore supports legislative mandates in terms of the production of security documents covering births, marriages and deaths, identity documents and travel documents.

9. ORGANISATIONAL STRUCTURE



10. ENTITIES REPORTING TO THE MINISTER

The Accounting Officer for the GPW reports to the Minister of Home Affairs. GPW does not have any entities.





PART B

PERFORMANCE
INFORMATION



1. AUDITOR GENERAL'S REPORT: PREDETERMINED OBJECTIVES

The AGSA currently performs certain audit procedures on the performance information to provide assurance in the form of an audit opinion. The audit conclusion on the performance against predetermined objectives is included in the report to management. Refer to page 120 of the Report of the Auditor General, published as Part F: Financial Information.

2. OVERVIEW OF DEPARTMENTAL PERFORMANCE

2.1 SERVICE DELIVERY ENVIRONMENT

Having invested in modern and world-class printing and data management technology, the GPW is fully equipped to meet its customers' printing needs, offering a comprehensive suite of standard printing, security printing and publishing services to the South African government. The GPW also supports the dissemination of government information to the public.

2.2 GAZETTE SERVICES

The GPW is the custodian of a host of government publications: tender bulletins, regulation gazettes, provincial gazettes (excluding the Free State and Western Cape), national gazettes and legal notices. Some are published weekly, other monthly. As publisher and editor of these official communication tools to the general public, the GPW is accountable for their content.

The Government Gazette business unit compiles, edits and typesets the publications before printing and disseminating them in hard copy and publishing them electronically – some weekly, others monthly.

2.2.1 Government Gazette Types and Definitions

Government Gazette

National Government publishes the Government Gazette as a tool to communicate messages of national importance to the general public. It contains information of a legal, administrative and general nature.

Extraordinary Gazette

As part of daily administration of the country, specific matters of urgent or emergency nature may arise, which must be communicated to the public.

Due to urgency, such matters may not be suitable to stand over until a Friday and subsequently are published as Extraordinary Gazettes. These gazettes are thus supplementary editions of the Government Gazette and are published any day of the week as and when required.

Regulation Gazette

This gazette contains information that government wishes to communicate specifically pertaining to regulations only.

Legal Gazette

Members of public must communicate specific actions to the general public, such as sales in execution, personal name changes and so on, to comply with various stipulations of law. The Legal Gazette contains information of this category.

Liquor Licence Gazette

This is a special edition of the Government Gazette, which contains applications for liquor licences only. It is published in addition to the weekly Government Gazette. Should there be parties wishing to oppose the granting of liquor licences, it is much easier if such notices are contained in a single edition of the gazette only.

Monthly Gazette index

Since there are many gazette editions additional to the weekly gazette, the GPW compiles an index of all gazettes published during a month. This is a service to the public, to assist interested parties in keeping track of all editions.

Provincial Gazette

The Provincial Gazette serves the same purpose as the Government Gazette, however, on the level of the provincial government. That is, it is as a tool to communicate messages of provincial importance to the general public and contains information of a legal, administrative and general nature.

Tender Bulletin

The Tender Bulletin is printed on behalf of the Department of Finance. It provides a summary of all procurement that national government wishes to do, which is of assistance to prospective vendors/ suppliers.

2.3. SERVICE DELIVERY IMPROVEMENT PLAN (SDIP)

GPW has completed a Service Delivery Improvement Plan (SDIP). The tables below highlight the SDIP and the progress attained.

Main services and standards

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
Government Gazettes published that conform to client specifications	Government departments, Legal firms, government entities, SA citizens	Publish all Government Gazettes that conform to client specifications	100 % of Government Gazettes published that conform to client specifications	100 % of Government Gazettes published that conform to client specifications
Face value items delivered according to turnaround times	National Departments, Provincial departments, Municipalities and other government entities	Deliver face value items within 12 weeks	100 % of face value items delivered according to turnaround times	Not achieved
Delivery of standard stock items to customers	Government departments, Municipalities	Deliver standard stock items to customers within one month of order	Delivery of standard stock items to customers	Not Achieved

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

Current/actual arrangements	Desired arrangements	Actual achievements
2 Provincial group customer engagement session conducted per quarter	8 Provincial group customer engagement session conducted per quarter	8 Provincial group customer engagement session conducted

Service delivery information tool

Current/actual arrangements	Desired arrangements	Actual achievements
Annual Performance Plans and Annual Reports published on the website within a specified timeframes	Published Annual Performance Plans and Annual Reports within specified timeframes	Annual Performance Plans and Annual Reports were published on the website within a specified timeframes
Approved SDIP published on GPWs website	Published an approved SDIP on the website	Approved SDIP published on the website.

Complaints mechanism

Current/actual arrangements	Desired arrangements	Actual achievements
Complaints management mechanisms established and maintained.	Submit Customer Complaints Mechanisms Framework (CCMF) for approval	Not Achieved

2.4 ORGANISATIONAL ENVIRONMENT

The GPW has been providing critical security, para-security and commercial printing services to all government departments and their agencies across all spheres of government, including countries located in the Southern African Development Communities (SADC) and the African Continent. It has do this utilising internationally trusted, sophisticated and most secured printing equipment to produce security documents such as, security certificates, e-Gazettes, examination scripts and essential government forms and documentation. It has over the past years been mainly supporting the Department of Home Affairs in the provision of its secured documents, such as Identity and Travel Documents. The GPW continues to be run on sound business principles that have maintained its viability and financial stability over years without receiving an allocation from the National Treasury (NT).

2.5 KEY POLICY DEVELOPMENTS AND LEGISLATIVE CHANGES

GPW did not effect any key policy developments or legislative changes during the financial year 2023/24 pertaining to how the institution is governed and its operations.

3. PROGRESS TOWARDS ACHIEVEMENT OF INSTITUTIONAL IMPACT AND OUTCOMES

3.1 SUMMARY OF GPW ANNUAL PERFORMANCE TARGETS: APP 2023/24

GPW has successfully maintained and achieved the quality measure of producing security printed documents at 100% compliance against client quality and quantity specifications. During the 2023/24 reporting period, a total number of 2 936 477 Identity Documents/cards and 939 034 Passports were produced. In contributing to the “economic transformation and job creation” strategic outcome, GPW took 28 unemployed young people and women through the Artisan and Graduate skills programmes. It is anticipated that more than 100 young people will be recruited by the end of the MTSF cycle. This drive aims to expose and develop young people in particular women in areas of artisanry and corporate services.

Through the Skills Development Programme, GPW contributes to outcome twelve (12) of priorities of the NDP by offering training to employees in line with the Workplace Skills Plan. In the 2023/24 financial year 86% of the GPW workforce was trained as per the Workplace Skills Plan. The over achievement for the financial year 2023/24 was due to mandatory POPIA training.

3.1.1 BRANCH PERFORMANCE INDICATORS, ANNUAL AND QUARTERLY TARGETS

The GPW set eighteen (18) performance targets for the 2023/24 financial year and managed to achieve fourteen (14) of these targets. A breakdown of performance achievement per Branch is provided below:

The office of the CEO had two (2) targets planned for the year and all targets were achieved. Branch: Manufacturing and Engineering had four (4) planned targets for the financial year and all targets were achieved. Branch: Operations Management had one (1) planned target for the financial year and the target was achieved. Branch: Financial Services did not achieve the two (2) planned targets for the financial year. Targets that were not achieved relate to obtaining “unqualified audit” and the “10% net profit margin”. Branch: Corporate Services had nine (9) targets planned for the financial year and only seven (7) were achieved, the targets that were not achieved relate to the achievement of “60% of the required capability for the GPW Information Systems and Digital Services Ecosystem in line with Disaster Management Act and good governance” and “90% refurbishment of GPW Headquarters building completed.” The tables below provide summary of the targets planned for achievement within the financial year 2023/24 as well as quarterly comparative analysis.

Table 1: summary of the targets planned for achievement within the financial year 2023/2024

GPW ANNUAL PERFORMANCE REPORT: 2023/24		
Total planned targets	Achieved	Not achieved
18	14	4

Table 2: Quarterly comparative analysis against the APP

QUARTERLY COMPARATIVE ANALYSIS AGAINST ANNUAL PERFORMANCE PLAN				
Summary: 2023/24 Targets per Quarter	No of Branch Targets	Achieved	Not Achieved	Quarterly Performance
Q1	18	14	4	78%
Q2	18	15	3	83%
Q3	18	14	4	78%
Q4	18	14	4	78%

The tables that follow (Tables 4.1–4.5) provide detailed information in terms of the annual targets, actual achievement, deviation from the planned target and reason for deviation where applicable, per Branch.

4. INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION

4.1 OFFICE OF THE CEO

The Chief Executive Officer for GPW is responsible for the overall strategic direction, the effective and efficient operations, as well as governance and compliance oversight of the organisation. Reporting to the office of the CEO are the following units: Internal Audit (IA), Enterprise Risk Management (ERM) and Communications units.

4. DETAILED PERFORMANCE									
4.1 OFFICE OF THE CEO									
Outcome	Output	Output indicator	Audited/Actual Performance 2021/2022	Audited/Actual Performance 2022/2023	Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to actual achievement 2023/2024	Reason for Deviation	
INTERNAL AUDIT									
1	Independent and objective assurance and consulting services provided	Annual Internal Audit Plan implemented	Percentage implementation of the annual internal audit plan	94% of approved annual Internal Audit Plan implemented	90% of approved annual Internal Audit Plan implemented	100% of the approved annual Internal Audit Plan implemented	100% of the approved annual Internal Audit Plan implemented	N/A	N/A
ENTERPRISE RISK MANAGEMENT									
2	Resilient, agile, and sustainable business in the event of disaster	Business Continuity Management activities implemented	Percentage implementation of the Business Continuity Management activities implemented	100% of the Business Continuity Management programme implemented	100% of the Business Continuity Management programme implemented	100% of the Business Continuity Management activities implemented	100% of the Business Continuity Management activities implemented	N/A	N/A

4.2 MANUFACTURING AND ENGINEERING

Purpose: The main responsibilities of the branch Manufacturing and Engineering include the management of engineering and maintenance of production environment; the production of higher security printed manner and related services, and to ensure that the GPW's production equipment is in a state of readiness.

4.2 MANUFACTURING AND ENGINEERING									
Outcome	Output	Output indicator	Audited/Actual Performance 2021/2022	Audited/Actual Performance 2022/2023	Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to actual achievement 2023/2024	Reason for Deviation	
1	Security printed material produced	Identity Documents/ cards that conform to client specifications produced	Percentage of Identity Document/cards produced that conform to client specifications	100% of 2 334 Identity Documents/ cards delivered that conform to client specifications	100% of 2 576 Identity Documents/ cards delivered that conform to client specifications	100% of Identity Documents/ cards delivered that conform to client specifications	100% of 2 936 477 Identity Documents/ cards delivered that conform to client specifications	N/A	N/A
2	Security printed material produced	Travel Document that conforms to client specifications produced	Percentage of Travel Documents produced that conform to client specifications	100% of 553 098 Travel Documents delivered that conform to client specifications	100% of 895 252 Travel Documents delivered that conform to client specifications	100% of Travel Documents delivered that conform to client specifications	100% of 939 034 Travel Documents delivered that conform to client specifications	N/A	N/A
3	Security printed material produced	Examination papers that conform to client specifications delivered	Percentage of Examination Papers produced that conform to client specifications	100% of 17 150 015 Examination papers delivered that conform to client specifications	100% of 19 261 Examination papers produced that conform to client specifications	100% of Examination Papers produced that conform to client specifications	100% of 18 634 815 Examination Papers produced that conform to client specifications	N/A	N/A
4	Security printed material produced	High Security Certificates that conform to client specifications	Percentage of High Security Certificates produced that conform to client specifications	99% of 11 881 934 High Security Certificates delivered that conform to client specifications	100% of 12 705 425 High Security Certificates delivered that conform to client specifications	99% of High Security Certificates produced that conform to client specifications	99% of 19 776 164 High security certificates produced that conform to client specifications	N/A	N/A

4.3 OPERATIONS MANAGEMENT

Purpose: The main responsibilities of the branch Operations Management are to conduct production and technology research and development, the rendering of the origination and print on demand service to enable production of printed materials, developing and maintaining the market of GPW printing.

4.3 OPERATIONS MANAGEMENT									
Outcome	Output	Output indicator	Audited/Actual Performance 2021/2022	Audited/Actual Performance 2022/2023	Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to actual achievement 2023/2024	Reason for Deviation	
1 Government information coordinated and distributed	Government Gazettes that conform to client specifications published	Percentage of Government Gazettes published that conform to client specifications	100% of 2130 Government Gazettes published that conform to client specifications	100% of 2762 Government Gazettes published that conform to client specifications	100% Government Gazettes published that conform to client specifications	100% of 2767 Government Gazettes published that conform to client specifications	N/A	N/A	

4.4 FINANCIAL SERVICES

Purpose: The main responsibilities of the Financial Services branch are to provide financial accounting services; the administering of costing and management accounting; the administering of Supply Chain Management process and the rendering of logistical support services.

4.4 FINANCIAL SERVICES									
Outcome	Output	Output indicator	Audited/Actual Performance 2021/2022	Audited/Actual Performance 2022/2023	Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to actual achievement 2023/2024	Reason for Deviation	
1	Quality financial management compliant with legislation and policies	Clean audit report maintained	Audit outcome	Disclaimer audit opinion for 2020/21	Disclaimer audit opinion for 2021/22	Unqualified audit opinion for 2022/23	Disclaimer audit opinion for 2022/23	Disclaimer audit opinion for 2022/23	Qualification obtained on the following components: <ul style="list-style-type: none"> • Property plant and equipment • Trade and other receivables • Inventories • Trade and other payables • Sale of goods: Revenue from exchange transactions • Cost of sales (Comparative) • Net cash flows from operating activities

4.4 FINANCIAL SERVICES								
Outcome	Output	Output indicator	Audited/Actual Performance 2021/2022	Audited/Actual Performance 2022/2023	Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to actual achievement 2023/2024	Reason for Deviation
2	Quality financial management compliant with legislation and policies	Percentage of net profit margin achieved	10% net profit margin achieved	12.67% net profit margin achieved	10% net profit margin achieved	10% net profit margin not achieved	GPW declared an unaudited R74.3 million net profit at the end of the financial year which equates to 4.75% of total revenue	GPW awarded R71.3 million in discounts to DHA in the 2023-24 financial year which contributed to the under achievement of revenue and the decrease in the profit margin. Taking the discount into consideration, Printing and Advertising Sales underperformed by R16.8 million.

4.5 CORPORATE SERVICES

Purpose: The Corporate Services branch is responsible for the development of human resource strategies and to ensure that GPW's organisational structures are aligned to its strategic plan; the administration of human resources provisioning and conditions of services; promoting the development and utilisation of the GPW's human resources; supporting sound employee relations and the managing of employee health and wellness programmes. The branch is also responsible for providing support to strategic elements of GPW, the provision of Information Communication Technology (ICT) services, facilitating the development, alignment and implementation of the Strategic Plans, Annual Performance Plans and Annual Operational Plans in accordance with applicable frameworks and related policies and procedures, customer engagement and management, the rendering of legal, security and facilities management services.

4.5 CORPORATE SERVICES									
Outcome	Output	Output indicator	Audited/Actual Performance 2021/2022	Audited/Actual Performance 2022/2023	Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to actual achievement 2023/2024	Reason for Deviation	
HUMAN RESOURCES									
1	Young people and women equipped with Artisan and other professional skills	Recruitment plan implemented in relation to the filling of identified positions	Number of young people and women taken through Artisan and Graduate programmes	20 unemployed young people and women recruited for Artisan and Graduate skills development programme	21 Unemployed young people and women recruited for Artisan and Graduate skills development programmes	20 Unemployed young people and women recruited for Artisan and Graduate skills development programmes	28 Unemployed young people and women recruited for Artisan and Graduate skills development programmes	An additional eight (8) young people recruited for the Artisan and Graduate skills development programmes	The number of graduates was increased due to the requests received from line management.
2	Capacity of workforce developed to support service delivery	Trained workforce as per the WSP identified priorities	50% of total workforce trained as per as per WSP identified priorities	74% of total workforce trained as per WSP identified priorities	70% of total workforce trained as per WSP identified priorities	86% (619) of total workforce trained as per critical WSP identified priorities	16%	Mandatory POPIA training.	
3	GPW capacitated with requisite skills that support its strategy	Recruitment plan implemented in relation to the filling of identified positions	N/A	N/A	90% of vacant posts filled in line with the recruitment plan.	98% (77) of vacant posts filled in line with the recruitment plan.	8%	Some of the posts that were planned for implementation in year 2 of the recruitment plan, were moved forward due to capacity requirements in those areas.	

4.5 CORPORATE SERVICES								
Outcome	Output	Output indicator	Audited/Actual Performance 2021/2022	Audited/Actual Performance 2022/2023	Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to actual achievement 2023/2024	Reason for Deviation
4	Key initiatives and performance areas in line with the change Management strategy and implemented plan outlined	Change Management Strategy and Implementation plan	N/A	N/A	Change Management Strategy and Implementation Plan developed	Change Management Strategy and Implementation Plan developed	N/A	N/A
INFORMATION COMMUNICATION TECHNOLOGY (ICT)								
5	Secured and resilient GPW information system and Digital Services Ecosystem Platform	Percentage of the required capability for the GPW Information Systems and Digital Services Ecosystem Platform in line with Disaster Management Act and good governance	N/A	N/A	60% of the required capability for the GPW Information Systems and Digital Services Ecosystem in line with Disaster Management Act and good governance	30% of the required capability for the GPW Information System and Digital Services Ecosystem Platform in line with Disaster Management Act and good governance. (Not achieved)	30%	Procurement delays which impacted on the <ul style="list-style-type: none"> • acquisition of the ERP software. • Advertisement of the tender for e-Gazette Maintenance and Support
SECURITY SERVICES								
6	Secured GPW assets, people, and information	Percentage implementation of the GPW Security Plan	Implementation of the reviewed security model for GPW not achieved	50% implementation of the approved Security Management Plan	100% implementation of the approved Security Management Plan	100% implementation of the approved Security Management Plan achieved	N/A	N/A

4.5 CORPORATE SERVICES								
Outcome	Output	Output indicator	Audited/Actual Performance 2021/2022	Audited/Actual Performance 2022/2023	Annual Target 2023/2024	Actual Achievement 2023/2024	Deviation from planned target to actual achievement 2023/2024	Reason for Deviation
STRATEGIC PLANNING								
7	Customer relationship management maintained	Integrated Marketing and Communication Strategy and Plan implemented	Number of provincial group customer engagement sessions conducted	Integrated Marketing and Communication Strategy reviewed and implementation plans developed	8 provincial group customer engagement sessions conducted	8 provincial group customer engagement sessions conducted	N/A	N/A
FACILITIES MANAGEMENT								
8	Functional and secure facilities	GPW Headquarters building refurbished	Percentage refurbishment of GPW Headquarters building	N/A	90% refurbishment of GPW Headquarters building completed	90% refurbishment of GPW Headquarters building not completed	Practical Completion and handover of the GPW HQ building could not take place as planned	The tender was re-advertised by the DBSA on 21 December 2023, following recommendation by the National Treasury. The construction start date is envisaged to be in quarter 1 of the 2024/25 financial year.
LEGAL SERVICES								
9	Legally compliant and informed business decisions	Legal advisory services drafted	Percentage of contracts (SLAs/MOU) drafted as per approved tender document	N/A	100% contracts (SLAs/MOU) drafted per approved tender documents	100% of 44 contracts (SLAs/MOU) drafted per approved tender documents	N/A	N/A

Strategy to overcome areas of under performance

Performance indicators within the branch Financial Services are recovering from the impact of the system crash. These targets include obtaining an unqualified audit opinion and attaining a 10% net profit margin. GPW has embarked on a project to rebuild the ICT environmental controls, including the usage of cloud platforms. The ICT target is project driven and to a greater extent, this target depends on internal and external SCM processes by SITA. The streamlining of these processes therefore becomes very critical. GPW continues to monitor performance on a monthly basis to identify areas that require mitigation actions and address them accordingly.

Reporting on the Institutional Response to the COVID-19 Pandemic

Various COVID-19 protocols were implemented following the national guidelines issued with respect to various levels of lock-down. COVID-19 interventions included adhering to safety distance requirements, usage of facial masks, implementing isolations where required and deep cleaning surfaces from time to time. A Steering Committee was established to plan and address challenges pertaining to the COVID 19 pandemic, and key stakeholders such as labour unions were part of this Committee.

5. TRANSFER PAYMENTS

5.1. TRANSFER PAYMENTS TO PUBLIC ENTITIES

GPW did not transfer payments to any Public Entity, as it does not have any Public Entities reporting to it.

5.2. TRANSFER PAYMENTS TO ALL ORGANISATIONS OTHER THAN PUBLIC ENTITIES

GPW did not transfer any payments during the year under review except a transfer of R499 900 000.00 that would later be transferred to the National Revenue Fund, flowing from the 2020/21 declaration of GPW's surplus to National Treasury.

6. CONDITIONAL GRANTS

6.1. CONDITIONAL GRANTS AND EARMARKED FUNDS PAID

GPW does not make conditional grants or pay earmarked funds.

6.2. CONDITIONAL GRANTS AND EARMARKED FUNDS RECEIVED

GPW does not receive conditional grants

7. DONOR FUNDS

GPW does not receive any donor funds.

8. CAPITAL INVESTMENT

8.1. CAPITAL INVESTMENT, MAINTENANCE AND ASSET MANAGEMENT PLAN

New Headquarters building

The GPW has appointed the Development Bank of Southern Africa (DBSA) as its Implementing Agent (IA) for the Master Plan (factory) project during the period under review. The relationship between GPW and the DBSA was extended to cover the new Headquarters building, and an agreement had been signed to this effect.

The new Headquarters building is a six-storey office block adjacent to the current Visagie Street precinct, which was procured to house administrative officials, who will be moved out of the old dilapidated Bosman Street office. The DBSA has since finalised the process to appoint a contractor and a Project Execution Plan (PEP) endorsed by the GPW on 18 March 2024. Phase one of the refurbishment of this new Headquarters building which included clearing of the facade in preparation for the refurbishment was completed in 2023/24 financial year. The refurbishment of the new Headquarters .

The Master Plan project

The Master Plan is a state of the art factory which will house the existing and new machinery and equipment required to run manufacturing, production and printing of all products. This building will amongst others include the commercial printing division, stationery store, museum and resource centre. The polycarbonate assembly plant will also be located within this factory, and will boost GPW's competitive edge by DBSA and GPW. The DBSA has been given the go ahead to execute planned milestones for the first phase of this project in the Minaar Street site. These include the parking space infrastructure, fencing off the Minaar Street perimeter in order to secure the site, and erection of the boom gates for access control. Engagements are underway between the DPWI, DBSA and the GPW to ensure a smooth cession of contracts to both DBSA and GPW by the DPWI.

The Project Implementation Plan for the Masterplan project will be rolled out in the next financial year. In its quest to bring services closer to its customers, GPW has planned to open regional stationery warehouses in the next financial year, in Kwa-Zulu Natal, Mpumalanga, and the Free State provinces. The business case has been developed and presented to EXCO for approval. This is part of the footprint expansion plan to grow GPW's business in order to generate more revenue, and sustain its operations into the future. The need was identified by customers' demands during the stakeholder engagement sessions hosted by GPW in these provinces over the past financial years. A market analysis has been conducted using trends on revenue collected in the past financial years from these provinces, and projections indicated good profitability levels that will benefit GPW financially.



PART C

GOVERNANCE



1. INTRODUCTION

Corporate governance is critical to GPW and its importance is recognized not only for compliance reasons, but to ensure a smooth running organisation. EXCO, MANCO, the Risk and Audit committees, the Enterprise Risk Management and Internal Audit Functions in their various roles ensure that combined assurance forms part of a concerted effort to promote and ensure good governance.

2. ENTERPRISE RISK MANAGEMENT

Risk management is an integral part of GPW's efforts towards management of adverse events and opportunity maximization as a catalyst for the achievement of GPW overall objectives and mandate. GPW adheres to the approved Risk Management Policies, Strategies and processes aligned with King IV Code of Corporate Governance and Public sector Risk Management Framework. GPW has adopted an Enterprise Risk Management (ERM) approach to the management of risks impacting the strategic and operational objectives of the Government Component.

Annual risk assessments had been conducted in line with the Risk Management Policy, Risk Management Strategy and Risk Management implementation Plan. The risk registers were updated and monitored on a quarterly basis to provide a reasonable second line assurance on the effective management of GPW risk universe in order to enhance the achievability of the Government Component's strategic and operational objectives. Risk management strategy outlines the end-to-end risk management process including the identification of emerging risks on a quarterly basis. The Risk Management Committee chaired by an Independent Chairperson is in place and plays an oversight role and advises management on the overall system of risk management, especially the mitigation of unacceptable levels of risks. The Risk Management Committee reports to the Audit Committee on the effectiveness of risk management within GPW on a quarterly basis. GPW developed a Business Continuity Management (BCM) policy and strategy to outline the approach and a plan on how the GPW would continue to provide services to its clients and stakeholders in the event of a disaster.

3. FRAUD AND CORRUPTION

The department's fraud prevention plan and how it has been implemented:

The Sub-Directorate: Integrity Management and Investigation within Security Management Unit (SMU) has the responsibility of developing and reviewing the Fraud Prevention Plan (FPP) for Government Printing Works (GPW), to promote and maintain a high ethical standard as enshrined in Section 195 (1) of the Constitution of the Republic of South Africa (Act 108 of 1996). Progress made based on the implementation plan is reported to the Risk Committee on a quarterly basis, as well as to EXCO and MANCO on a monthly basis.

Mechanisms in place to report fraud and corruption and how these operate. eg: Whistle blowing - The need for officials to make confidential disclosure about suspect fraud and corruption:

All employees including management of GPW have the responsibility to report incidents of fraud and corruption

that comes to their attention. Incidents of fraud and corruption can be reported via internal and/or external reporting channels such as the Hotline managed by the Public Service Commission.

Internal reporting channels: All suspected fraudulent and corrupt activities are reported via the anti-corruption@gpw.gov.za, walk-ins, and/or direct emails to the Investigating Officers. In some instances, employees report such incidents to their respective line managers subsequent to which cases will be brought to the attention of SMU for investigation purposes.

External reporting: GPW and SMU receive reports from National Anti-Corruption Hotline managed by the Office of Public Service Commission (PSC) 0800 701 701 and through the Presidential Hotline 17737 or president@presidency.gov.za. The SMU investigators have the responsibility to ensure that the identity of the complainants or whistleblowers is protected, and the confidentiality of their reports are maintained from the commencement to the completion of the investigation process.

How these cases are reported and what action is taken:

GPW and SMU receive cases from the above internal and external reporting channels. Subsequent to receiving these reports, SMU conducts investigation into formally reported cases or incidents of fraud, corruption and security breach falling within its scope. An investigation is then initiated and conducted in the following manner:

- Analysis of reported incident
- Identify role-players/witnesses
- Interview and obtain statements from role-players/witnesses
- Gather necessary documents and evidence
- Interview and obtain statement from the implicated employee
- Analysis of gathered documents
- Review and analysis of the CCTV footage
- Compile investigation report and executive summary
- Investigation report and executive summary submitted to the CEO
- Approved investigation report and executive summary with comments from the CEO
- Executive summary shared with the relevant directorate for implementation of recommendations
- Monitor implementation investigation recommendations

The following actions are then taken:

In instances where the reported allegations are substantiated at the completion of the investigation process, one or a combination of the following might take place:

- Disciplinary action
- Criminal prosecution
- Civil recovery
- Improved controls
- Referral to other agencies.

4. MINIMISING CONFLICT OF INTEREST

Identifying and resolving conflict of interest plays a crucial role in promoting and maintaining high ethical standards and ensuring good governance in public institutions. There is a nexus between conflict of interest and corruption with the comparison showing that the two concepts are closely intertwined. If conflict of interest is not properly managed, it may lead to corruption with serious setbacks on service delivery and erosion of public trust.

In order to minimise conflict of interest, Ethics Officers ensured that during the 2023/24 financial year, 100% of SMS, Deputy Directors on salary level 11 & 12, employees earning the equivalent of salary level 12 and 13 through Occupational Specifications Dispensation (OSD), and employees working in SCM disclosed their financial interests through the e-Disclosure system, in line with the provisions of the Public Service Regulations, 2016.

Section 30 of the Public Service Act (103 of 1994) and Section C.5.5 of the Public Service Regulations provide that an employee may not, without approval from the Accounting Officer, undertake remunerative work outside his or her official duties or use the equipment from his or her official place of employment for such work. During the 2023/24 financial year, there were four (04) applications for conducting remunerative work outside the public service which were approved by the Chief Executive Officer.

Gift Registers were distributed to all GPW offices to ensure that gifts with a cumulative value of R350 per year received by employees in the course of executing their official duties are declared and recorded. For the 2023/24 financial year, no gifts were received by GPW employees.

At the start of each meeting, conflict of interest was consistently declared across all internal and external governance structures as well as in SCM processes. During the 2023/24 financial year, there were no conflict of interest declared during the above meetings and SCM processes, however there was an anonymous report from a whistleblower on allegations of possible conflict of interest and/or corruption that was received and investigated by the Sub-Directorate: Integrity Management and Investigations.

The Sub-Directorate: Integrity Management and Investigations has intensified awareness sessions across all offices to sensitive all GPW employees on matters relating to conflict of interest.

5. CODE OF CONDUCT

The GPW applies the Code of Conduct for the Public Service and the disciplinary procedures for both SMS and non-SMS officials.

6. HEALTH SAFETY AND ENVIRONMENTAL ISSUES

Due to the nature of our business, employees' health, safety and wellness is critical to GPW. A fully functional clinic that provides both primary and occupational health care is well established to serve Government Printing Works' employees and annual medical checks have become compulsory. Through these services, employees have access to a holistic health, safety and wellness services. Procurement processes were initiated for the provision of Personal Protective Equipment (PPE) in the financial year under review, and the Occupational Health and Safety representatives appointed, covering emergency management, first aid, SHE Representative duties, and firefighting. There is a PPE policy in place, however this will be further reviewed to standardise safety practices across the organisation.

Effect on the Department:

1. Employee Health and Safety:

- Unaddressed PPE issues can lead to accidents, injuries and illnesses which can decrease employee morale, increase absenteeism, and lead to higher medical costs.
- A poor safety culture can result in legal liabilities, non-compliance fines, and reputational damage, affecting the department's ability to operate effectively.

2. Operational Disruptions:

- Accidents and unsafe working conditions can lead to operational downtime, affecting productivity and the department's ability to meet its objectives and deadlines.
- Environmental violations or hazardous incidents can result in temporary shutdowns, inspections, or corrective actions, disrupting normal operations.

3. Legal and Financial Implications:

- Non-compliance with OHS regulations can lead to significant fines, legal penalties, and potential lawsuits, impacting the department's financial health.
- Prolonged environmental issues can attract scrutiny from regulatory bodies, leading to costly remediation efforts and long-term financial burdens.

4. Reputation and Public Perception:

- Failure to address Health Safety and Environment (HSE) concerns can harm the department's reputation, leading to a loss of trust among employees, stakeholders, and the public.
- A poor HSE record can negatively impact the department's ability to attract and retain talent, as well as its relationships with partners and suppliers.

7. PORTFOLIO COMMITTEES

No	Date of meeting	Agenda/topic	Matter/raised	How matter was addressed
1	16 May 2023	Briefing by DHA on 3rd & 4th quarters reports 2022-2023 and AGSA performance of Home Affairs Portfolio	None	N/A
2	23 May 2023	Briefing on Progress on the implementation of the MRP Recommendations	None	N/A
3	06 June 2023	Briefing by the Department of Home Affairs, the Electoral Commission (IEC) and Government Printing Works (GPW) on the outstanding Committee recommendations from 2019-2023	None	N/A
4	29 August 2023	Briefing on Progress on the implementation of the MRP Recommendations	None	N/A
5	10 October 2023	Briefing by AGSA on audit outcomes and by DHA, IEC and GPW on AFS	None	N/A
6	31 October 2023	Briefing by the DHA, BMA, GPW: Performance and Expenditure for the Second Quarter of the 2023-2024 Financial Year	None	N/A
7	27 February 2024	Briefing by the Department of Home Affairs (DHA), the Border Management Authority (BMA), the Independent Electoral Commission (IEC) and the Government Printing Works (GPW) on budget allocations for the 2024-25 financial year	None	N/A
8	05 March 2024	Briefing by the Min, DHA and GPW on the progress to implement the Lubisi and MRP reports	None	N/A

8. SCOPA RESOLUTIONS

GPW did not appear before the Standing Committee on Public Accounts (SCOPA) during the period under review.

9. PRIOR MODIFICATIONS TO AUDIT REPORTS

GPW continued to implement recommendations of the audit findings received from 2020/21 financial year. The summary is provided in the table below.

Nature of qualification, disclaimer, adverse opinion and matters of non-compliance.	Financial year in which it first arose.	Progress made in clearing / resolving the matter*
<p>Property, Plant and Equipment</p> <p>Unable to obtain sufficient appropriate audit evidence for property plant and equipment due to the estimate of useful lives on lease hold improvements not being adequately supported</p>	2021/22	Resolved
<p>Property, Plant and Equipment</p> <p>The government component did not recognise all items of property, plant and equipment.</p>	2022/23	Resolved
<p>Trade and other receivables</p> <p>The government component did not calculate the provision for impairment of debtors in accordance with the Standards of GRAP 10.4, Financial instruments.</p>	2020/21	Resolved
<p>Trade and other receivables</p> <p>Differences identified between debtors age analysis and Debtors control account</p>	2022/23	Resolved
<p>Trade and other receivables</p> <p>Differences identified between debtors confirmation and Debtors age analysis</p>	2021/22	In progress: The debtors book was split into transactions impacted by the data loss and a debtor's book which is recoverable.
<p>Trade and other receivables</p> <p>Limitation of scope Goods' Issued account</p>	2022/23	In progress: Investigation and governance process on the write-off was still progress at date of AFS preparation.
<p>Inventory</p> <p>Limitation of scope-Information not provided for audit</p>	2020/21	In progress: Information is currently backed up to ensure it is easily retrieved.
<p>Inventory</p> <p>Good, issued offset accounting test: Transactions captured in the incorrect year.</p>	2022/23	In progress: Monthly closure controls are in place to ensure that transactions are recorded timeously and in the correct period.

<p>Trade and other payables</p> <p>Unable to obtain sufficient appropriate audit evidence for trade and other payables due to the poor status of accounting records over accruals.</p>	2022/23	Resolved
<p>Trade and other payables</p> <p>Unable to obtain sufficient appropriate audit evidence for trade and other payables due to the poor status of accounting records over suspense accounts: Goods received / Invoiced received account (GR/IR).</p>	2022/23	Resolved
<p>Trade and other payables</p> <p>Unable to obtain sufficient appropriate audit evidence for trade and other payables due to the poor status of accounting records over unallocated receipts.</p>	2022/23	Resolved
<p>Sale of goods: Revenue from exchange transactions</p> <p>Revenue transactions that occurred in the prior financial period were recorded in the current financial year and resulted in an overstatement of revenue</p>	2020/21	In progress: Management has implemented monthly controls to ensure revenue is recorded in the correct period and timeously.
<p>Sale of goods: Revenue from exchange transactions</p> <p>During the 2022 financial year, unable to obtain sufficient appropriate audit evidence to substantiate some of the recorded revenue transactions related to advertising sales as the government component did not have adequate systems to maintain records for revenue</p>	2021/22	Resolved
<p>Cost of Sales</p> <p>During the 2022 financial year, unable to obtain sufficient appropriate audit evidence for cost of sales due to the poor status of accounting records.</p>	2021/22	Resolved
<p>Net cash flows from operating activities</p> <p>The government component did not correctly prepare and disclose the net cash flows from operating activities as required GRAP 2, Cash Flow statements. This was due to errors in determining cash flows from operating activities.</p>	2020/21	In Progress: Management has consulted the Office of the Accountant General (OAG) on the difference between the auditors and GPW.
<p>Annual Financial Statements</p> <p>The financial statements submitted for auditing were not prepared in accordance with the prescribed financial reporting framework and were not supported by full and proper records, as required by section 40(1) (a) and (b) of the PFMA.</p>	2020/21	In progress: Management has implemented audit action plans to address the findings to improve the audit outcomes.

<p>Revenue Management</p> <p>Appropriate processes were not implemented to provide for the collection, recording and safeguarding of information about revenue, as required by treasury regulation 7.2.1.</p>	2020/21	In progress: Management has implemented monthly controls to ensure revenue is recorded in the correct period and timeously.
<p>Revenue Management</p> <p>Effective and appropriate steps were not taken to collect all money due, as required by section 38(1)(c)(i) of the PFMA.</p>	2020/21	In progress: Management has implemented the debtor's policy and is engaging its customers for payment arrangements.
<p>Expenditure management</p> <p>Payments were not made within 30 days or on agreed period after receipt of an invoice, as required by treasury regulation 8.2.3.</p>	2022/23	Resolved
<p>Asset management</p> <p>Proper control systems were not in place at the government component to ensure the safeguarding and maintenance of assets, as required by treasury regulation 10.11(a).</p>	2020/21	In progress: Management has implemented controls over movement, verification and safeguarding of assets.

10. INTERNAL CONTROL UNIT

The systems of internal control are designed to provide cost effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. The Audit Committee has considered the work performed by Internal Audit (IA) on a quarterly basis and IA tracking of outstanding audit findings on a quarterly basis.

In accordance with the PFMA and the King IV Report requirements relating to the public sector, internal audit provides the Audit Committee and management with reasonable assurance that the internal controls are appropriate and effective. This is achieved by means of an appropriate quarterly reporting process, as well as the identification of corrective actions and suggested enhancements to the controls and processes.

Through the internal audit and external audit reports, deficiencies and weaknesses were noted that require attention. In particular, the process of preparing, collating, recording, and disclosing financial and operational information will need significant improvement. Management action plans are being developed in this regard and some have been put in place to address those control weaknesses, and the implementation of these plans will be vigilantly monitored by the Audit Committee. The Internal Controls Committee has been established, and serves to track implementation of internal controls, and ensures that they are strengthened in order to achieve clean governance.

11. INTERNAL AUDIT AND AUDIT COMMITTEES

The systems of internal control are designed to provide cost effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. The Audit Committee has considered the work performed by IA on a quarterly basis and IA tracking of outstanding audit findings on a quarterly basis. In accordance with the PFMA and the King IV Report requirements relating to the public sector, internal audit provides the Audit Committee and management with reasonable assurance that the internal controls are appropriate and effective. This is achieved by means of an appropriate quarterly reporting process, as well as the identification of corrective actions and suggested enhancements to the controls and processes. Through the internal audit and external audit reports, deficiencies and weaknesses were noted that require attention. In particular, the process of preparing, collating, recording, and disclosing financial and operational information will need significant improvement. Management action plans are being developed in this regard and some have been put in place to address those control weaknesses, and the implementation of these plans will be vigilantly monitored by the Audit Committee

12. AUDIT COMMITTEE REPORT

Report of the Audit Committee for the financial year ended 31 March 2024

The Committee is pleased to present the final report for the financial year ended 31 March 2024. The Audit Committee confirms that it has complied with its responsibilities arising from section 38(1) (a) of the Public Finance Management Act, No. 1 of 1999, as amended and Treasury Regulations 3.1.

The Audit Committee further reports that it has adopted appropriate terms of reference in its charter which is reviewed annually. It regulated its affairs in compliance with this Charter and has discharged all its responsibilities as contained therein.

Audit Committee Members and Attendance

The Audit Committee consists of the members listed below and was required to meet at least four times per annum in line with its approved terms of reference. During the year under review, eight (8) meetings were held:

Name	Qualifications	Date Appointed	Date Contract Ended	No. of meeting attended
Mr. A. Amod Chairperson	<ul style="list-style-type: none"> • Master of Business Administration • Bachelor of Commerce • Certified Internal Auditor (CIA) • Certificate of Risk Management Assurance (CRMA) • Chartered Director CD (SA) • Certified Government Audit Professional (CGAP) 	01-03-2022	In force	8/8
Mr. N. Nicholls	<ul style="list-style-type: none"> • Chartered Accountant (SA) • Registered Accountant and Auditor • Bachelor of Commerce • Fellow Member of Institute of Directors • Certificate of Computer Audit Specialist 	01-03-2022	In force	6/8
Ms. Z. Tshabalala	<ul style="list-style-type: none"> • Master of Business Administration • Postgraduate Diploma Business Administration • Bachelor of Commerce • Certificate of Control self-Assessment (CCSA) • Certificate in Corporate Governance 	01-03-2022	In force	7/8
Ms. N. Maharaj	<ul style="list-style-type: none"> • B Proc • Bachelor of Laws (LLB) • Certificate in Financial Accounting • Certificate in Corporate Governance • Accredited Mediator • Sassetta Accredited Assessor • Sassetta Accredited Moderator 	01-03-2022	In force	8/8

Audit Committee Responsibility

The Audit Committee is pleased to report that it has complied with its responsibility arising from its terms of reference, including relevant legislative requirements.

For the financial year ended 31 March 2024, the Audit Committee reviewed:

- Quarterly Financial Reports,
- The appropriateness of accounting policies and procedures,
- The effectiveness of the system of Risk Management system,

- Compliance with relevant laws and regulations,
- The system of ICT Governance; and
- The Internal Audit and Audit Committee Charters.

In addition to the above, the Audit Committee reviewed:

- Unaudited Annual Financial Statements before submission to the AGSA;
- The Annual Report and predetermined objectives prior to submission to the AGSA and final publication; and
- The reports of the Auditor General, Internal Audit and other assurance providers.

Evaluation of Financial Statements and Performance Information

The Audit and Risk Committee has:

- Reviewed and discussed the unaudited annual financial statements to be included in the annual report with the AGSA, Accounting Officer and Management
- Reviewed the Department's compliance with legal and regulatory provisions;
- Reviewed the information on the predetermined objectives to be included in the annual report;
- Reviewed the financial statements for any significant adjustments resulting from the audit; and
- Reviewed the Auditor-General's management report and Management's response thereto.

The efficiency and effectiveness of internal control

The systems of internal control are designed to provide cost effective assurance that assets are safeguarded and that liabilities and working capital are efficiently managed. The Audit Committee has considered the work performed by IA on a quarterly basis and IA tracking of outstanding audit findings on a quarterly basis.

In accordance with the PFMA and the King IV Report requirements relating to public sector, internal audit provides the Audit Committee and management with reasonable assurance that the internal controls are appropriate and effective. This is achieved by means of an appropriate quarterly reporting process, as well as the identification of corrective actions and suggested enhancements to the controls and processes.

Through the internal audit and external audit reports deficiencies and weaknesses were noted that require attention. In particular, the process of preparing, collating, recording and disclosing financial and operational information will need improvement. Management action plans are being developed in this regard and some have been put in place to address those control weaknesses, and the implementation of these plans will be monitored by EXCO and the Audit Committee.

Internal Audit

We are satisfied that the internal audit function has operated effectively, that it has focused on the risks pertinent to the GPW in its audits and has assisted the GPW with value adding services to ensure that both financial and operational objectives are achieved. Internal Audit forms part of the third line of defence and engages with the first and second lines of defence to facilitate the escalation and correction of key control breakdowns.

The Internal Audit department has a functional reporting line to the Audit Committee and an administrative reporting line to the Chief Executive Officer. The Audit Committee, with respect to its evaluation of the adequacy and effectiveness of internal controls, receives reports from Internal Audit on a quarterly basis, assesses the

effectiveness of the Internal Audit function, and reviews and approves the Internal Audit Annual Operational and Three Year-Rolling Plans.

The Audit Committee is responsible for ensuring that the GPW's Internal Audit function is independent and has the necessary resources, standing and authority within the GPW to enable it to discharge its duties.

The Audit Committee has overseen a process by which IA has performed audits according to a risk-based audit plan where the effectiveness of the risk management and internal controls were evaluated. These evaluations were the main input considered by the Audit Committee in reporting on the effectiveness of internal controls. The Audit Committee is satisfied with the independence and effectiveness of the IA function.

In-Year Management and Quarterly Reporting

The Audit Committee is satisfied with the content and quality of quarterly in-year management and performance reports issued during the year under review by the Accounting Officer of the Government Printing Works in terms of the National Treasury Regulations. However, the Committee has suggested some improvements to the format of the management report.

AGSA and the Audit Opinion Report

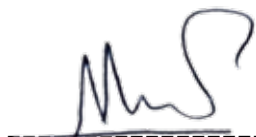
The Audit Committee has monitored corrective measures instituted by management resulting from a breach of the IT function. This breach resulted in difficulties in achieving and the integrity of finance and performance reporting. Steady improvement results are noted from the corrective measures now taking effect. Printing production was not affected by the breach.

The committee has noted with concern, and concurs with the qualified audit opinion resulting from the misstatements of balances and entries in the financial statements. Management has committed to an action plan to deal with this matter.

Appreciation

The Audit Committee wishes to acknowledge and thank Management of the GPW and the Accounting Officer, on their continued commitment to the improvement of the governance, internal control, and risk mitigation within the GPW environment.

The Audit Committee expresses its appreciation to the Accounting Officer, Management team, Internal Audit and the Auditor-General for their contribution in fulfilling their mandated obligations towards achieving positive change in the GPW.



MR. A. AMOD

CHAIRPERSON OF THE AUDIT COMMITTEE

DATE: 31 JULY 2024

13. B-BBEE COMPLIANCE PERFORMANCE INFORMATION

The following table should be completed in accordance with the compliance to the BBBEE requirements as required by the BBBEE Act and as determined by the Department of Trade, Industry and Competition. Where there has been no or partial compliance with the criteria, the entity should provide a discussion and indicate the measures taken to comply.

Has the Department / Public Entity applied any relevant Code of Good Practice (B-BBEE Certificate Levels 1 – 8) with regards to the following:		
Criteria	Response Yes / No	Discussion (include a discussion on your response and indicate what measures have been taken to comply)
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law?	No	Not applicable to GPW
Developing and implementing a preferential procurement policy?	Yes	GPW has implemented the PPPFA regulations 2011 to ensure that GPW complied with BBBEE when procuring goods and services.
Determining qualification criteria for the sale of state-owned enterprises?	No	Not applicable to GPW
Developing criteria for entering into partnerships with the private sector?	No	Not applicable to GPW
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad Based Black Economic Empowerment?	No	Not applicable to GPW

PART D

HUMAN RESOURCE MANAGEMENT



1. INTRODUCTION

The Chief Directorate: Human Resources is responsible for the overall human capital management and development function, through the development of human resources strategies and plans, ensuring that GPW's organisational structure is aligned to its strategic plan. The Chief Directorate ensures that GPW is aligned to DPSA directives and guidelines.

2. OVERVIEW OF HUMAN RESOURCES

The number of filled posts on the establishment of GPW decreased during the 2023/2024 reporting year from 723 in 2022/2023 to 692 due to austerity measures that were implemented by the National Treasury. The overall vacancy rate stood at 39.9% in line with the approved structure, as at 31 March 2024. Prior to implementation of the austerity measures, ninety four (94) permanent employees had been recruited and hundred and fifty nine (159) contract employees appointed in the financial year.

The Appointments of two hundred fifty four (254) employees, reflected in Table 3.6.3 is representative of ninety one (91) permanent employees and one hundred and sixty three (163) Seasonal and Contract Employment. The recruitment drive targeted the category "skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents" with ninety four (94) permanent appointments. Furthermore GPW managed to appoint six (6) SMS members during this period.

3. HUMAN RESOURCES OVERSIGHT STATISTICS

3.1 PERSONNEL RELATED EXPENDITURE

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

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

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

Programme	Total expenditure (R'000)	Personnel expenditure (R'000)	Training expenditure (R'000)	Professional and special services expenditure (R'000)	Personnel expenditure as a % of total expenditure	Average personnel cost per employee (R'000)
Government Printing Works	1 491 991	363 999	771	30 664	24.40%	526.01
Total	1 491 991	363 999	771	30 664	24.40%	526.01

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

Salary Band	Personnel expenditure (R'000)	% of total personnel cost	No. of employees	Average personnel cost per employee (R'000)
Lower skilled (levels 1-2)	4 799	1,32%	49	98
Skilled (level 3-5)	114 315	31,41%	492	232
Highly skilled production (levels 6-8)	102 075	28,04%	192	532
Highly skilled supervision (levels 9-12)	90 172	24,77%	91	991
Senior and Top management (levels 13-16)	52 638	14,46%	28	1 880
Total	363 999	100%	852	3733

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

Programme	Salaries		Overtime		Home Owners Allowance		Medical Aid	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Government Printing Works	246 562	67,74%	34 432	9,46%	14 738	4,05%	23 651	6,50%
Total	246 562	67,74%	34 432	9,46%	14 738	4,05%	23 651	6,50%

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

Salary band	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of personnel costs	Amount (R'000)	Overtime % of personnel costs	Amount (R'000)	HOA as a % of personnel costs	Amount (R'000)	Medical aid as a % of personnel costs
Total	(R'000)		(R'000)		(R'000)		(R'000)	
Skilled (level 1-2)	752	0,27%	75	0,22%	81	0,55%	119	0,50%
Skilled (level 3-5)	109 620	38,94%	20 313	58,99%	8 855	60,08%	15 266	64,55%
Highly skilled production (levels 6-8)	73 314	26,04%	10 997	31,94%	4 704	31,91%	6 587	27,85%
Highly skilled supervision (levels 9-12)	61 727	21,93%	3 047	8,85%	855	5,80%	1 414	5,98%
Senior management (level 13-16)	36 105	12,82%	-	0,00%	244	1,66%	266	1,12%
Total	281 518	100,00%	34 432	100,00%	14 738	100,00%	23 651	100,00%

3.2 EMPLOYMENT AND VACANCIES

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

Programme	Number of Posts	Number of Posts Filled	Vacancy Rate	Number of Posts Filled Additional to the Establishment
Government Printing Works	1152	692	39.9	73
Total	1152	692	39.9	73

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

Programme	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Skilled (Level 1-2)	40	11	72.5	0
Skilled (Level 3-5)	518	398	23.2	0
Highly skilled production (Levels 6-8)	346	158	54.3	0
Highly skilled supervision (Levels 9-12)	205	96	53.2	0
Senior management (Level 13-16)	43	29	32.6	0
Graduate Programme	0	0	0.00	33
Skilled (Levels 3-5), Contract	0	0	0.00	13
Highly skilled production (Levels 6-8), Contract	0	0	0.00	24
Highly skilled supervision (Levels 9-12), Contract	0	0	0.00	2
Senior management (Levels 13-16), Contract	0	0	0.00	1
Total	1152	692	39.9	73

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

Critical occupation	Number of posts on approved establishment	Number of posts filled	Vacancy Rate	Number of employees additional to the establishment
Administrative line function and support personnel	92	60	34.8	5
Artisan and support personnel	503	300	40.4	8
Developmental programmes	0	0	0	53
Legal and support personnel	3	3	0	0
Management and general support personnel	554	329	40.6	7
Total	1152	692	39.9	73

3.3 FILLING OF SMS POSTS

The tables in this section provide information on employment and vacancies as it relates to members of the Senior Management Service by salary level. It also provides information on advertising and filling of SMS posts; reasons for not complying with prescribed timeframes and disciplinary steps taken.

Table 3.3.1 SMS post information as on 31 March 2024

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Salary Level 16	1	1	100	0	0.0
Salary Level 15	4	4	100	0	0.0
Salary Level 14	9	4	44.4	5	55.5
Salary Level 13	29	20	68.9	9	31.0
Total	43	29	67.4	14	32.5

Table 3.3.2 SMS post information as on 30 September 2023

SMS Level	Total number of funded SMS posts	Total number of SMS posts filled	% of SMS posts filled	Total number of SMS posts vacant	% of SMS posts vacant
Salary Level 16	1	1	0	0	100
Salary Level 15	4	1	25.0	3	75.0
Salary Level 14	9	5	55.5	4	32.2
Salary Level 13	29	16	55.1	13	32.6
Total	43	23	51.1	21	35

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

SMS Level	Advertising		Filling of Posts	
	Number of vacancies per level advertised in 6 months of becoming vacant	Number of vacancies per level filled in 6 months of becoming vacant	Number of vacancies per level filled in 6 months but not filled in 12 months	Number of vacancies per level not filled in 6 months but filled in 12 months
Salary Level 16 (CEO)	0	0	0	0
Salary Level 15	3	0	3	0
Salary Level 14	1	1	0	0
Salary Level 13	7	4	0	0
Total	11	5	3	3

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

Reasons for vacancies not advertised within six months
Identified vacancies have been advertised during the financial year.

Reasons for vacancies not filled within twelve months

The Shortlisting and Interview panels were scheduled accordingly, However the recruitment process could not proceed due to a moratorium on filling of vacancies, in line with the DFSA Circular 49 of 2023.

Notes

- In terms of the Public Service Regulations Chapter 1, Part VII C.IA.3, departments must indicate good cause or reason for not having complied with the filling of SMS posts within the prescribed timeframes.

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

Reasons for vacancies not advertised within six months
Not applicable

Reasons for vacancies not filled within six months
Not applicable

Notes

- In terms of the Public Service Regulations Chapter 1, Part VII C:1A.2, departments must indicate good cause or reason for not having complied with the filling of SMS posts within the prescribed timeframes. In the event of noncompliance with this regulation, the relevant executive authority or head of department must take appropriate disciplinary steps in terms of section 16A (1) or (2) of the Public Service Act.

3.4 JOB EVALUATION

The following table summarises the number of jobs that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

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

Salary band	Number of posts on approved establishment	Number of Jobs Evaluated	% of posts evaluated by salary bands	Posts Upgraded		Posts downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower Skilled (Levels 1-2)	40	0	0	0	0	0	0
Skilled (Levels 3-5)	518	0	0	0	0	0	0
Highly skilled production (Levels 6-8)	346	0	0	0	0	0	0
Highly skilled supervision (Levels 9-12)	205	0	0	0	0	0	0
Senior Management Service Band A	29	0	0	0	0	0	0
Senior Management Service Band B	9	0	0	0	0	0	0
Senior Management Service Band C	4	0	0	0	0	0	0
Senior Management Service Band D	1	0	0	0	0	0	0
Total	1152	0	0	0	0	0	0

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

Gender	African	Asian	Coloured	White	Total
Female	0	0	0	0	0
Male	0	0	0	0	0
Total	0	0	0	0	0
Employees with a disability					
					0

The following table summarises the number of cases where remuneration bands exceeded the grade determined by job evaluation. Reasons for the deviation are provided in each case.

Table 2.4.3 Employees with salary levels higher than those determined by job evaluation by occupation for the period 1 April 2023 and 31 March 2024

Occupation	Number of employees	Job evaluation level	Remuneration level	Reason for deviation
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
Total number of employees whose salaries exceeded the level determined by job evaluation				
Percentage of total employed				
				0
				0

The following table summarises the beneficiaries of the above in terms of race, gender, and disability.

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

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

Employees with a disability

0	0	0	0	0
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Notes

If there were no cases where the salary levels were higher than those determined by job evaluation, keep the heading and replace the table with the following:

Total number of Employees whose salaries exceeded the grades determine by job evaluation

None

3.5 EMPLOYMENT CHANGES

This section provides information on changes in employment over the financial year. Turnover rates provide an indication of trends in the employment profile of the department. The following tables provide a summary of turnover rates by salary band and critical occupations

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

Salary band	Number of employees at beginning of period 1 April 2023	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	5	2	0	0.0
Skilled (Levels 3-5)	369	43	18	4.9
Highly skilled production (Levels 6-8)	189	5	14	7.4
Highly skilled supervision (Levels 9-12)	72	0	10	13.9
Senior Management Service Bands A (SL 13)	15	3	0	0.0
Senior Management Service Bands B (SL 14)	7	0	1	14.3
Senior Management Service Bands C (SL15)	1	3	0	0
Senior Management Service Bands D (SL 16)	1	0	0	0
Contract Appointments	0	0	0	0
Total	659	76	43	6.3

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

Critical occupation	Number of employees at beginning of period 1 April 2023	Appointments and transfers into the department	Terminations and transfers out of the department	Turnover rate
Administrative Related	42	2	4	9.5
Binding and Related Workers	62	0	3	6.5
Cleaners in Offices Workshops Hospitals etc.	9	3	1	0
Financial and Related Professionals	35	3	4	8.6
Financial Clerks and Credit Controllers	11	3	1	0
Human Resources & Organisat Developm & Relate Prof	12	11	4	25
Human Resources Clerks	7	0	0	0
Legal Related	3	0	0	0
Logistical Support Personnel	27	1	2	11.1
Material-Recording and Transport Clerks	59	1	1	2
Messengers Porters and Deliverers	13	5	0	0
Other Administrat & Related Clerks and Organisers	57	4	3	4.5
Other Administrative Policy and Related Officers	3	1	0	0
Other Occupations	1	0	0	0
Printing and Related Machine Operators	189	27	11	5
Printing Management and Supervisory Personnel	35	0	2	12.5
Printing Planners and Production Controllers	10	0	2	20
Risk Management and Security Services	14	6	2	7.1
Secretaries and other	0	2	1	0
Security Officers	47	5	3	4.2
Senior Managers	23	2	2	8.7
Total	659	76	43	6.5

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

Termination Type	Number	% of Total Resignations
Death	4	2.0
Resignation	51	26.0
Expiry of contract	119	60.8
Dismissal – operational changes	0	0
Dismissal – misconduct	1	0.5
Dismissal – inefficiency	0	0
Discharged due to ill-health	4	2.0
Retirement	6	3.0
Transfer to other Public Service Departments	11	5.7
Other	0	0
Total	196	100.0
Total number of employees who left as a % of total employment		7.1

Notes

- Note: Information excludes employees employed in the Seasonal Employment Projects; Graduate Programmes and other additional appointments to the approved organizational structure of which the contracts have ended during the reporting period.
- Resignations as % of Permanent: Employment 7.1%

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

Occupation	Employees 1 April 2023	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progression as a % of employees by occupation
Administrative Related	42	0	0.0	0	0
Binding and Related Workers	62	2	3.2	0	0
Cleaners in Offices Workshops Hospitals etc.	9	3	33.3	0	0
Financial and Related Professionals	35	2	5.7	0	0
Financial Clerks and Credit Controllers	11	1	9.1	0	0
Human Resources & Organisat Developm & Relate Prof	12	0	0.0	0	0
Human Resources Clerks	7	0	0.0	0	0
Legal Related	3	0	0.0	0	0
Logistical Support Personnel	27	0	0.0	0	0
Material-Recording and Transport Clerks	51	1	2.0	0	0
Messengers Porters and Deliverers	13	0	0.0	0	0
Other Administrat & Related Clerks and Organisers	67	1	1.5	0	0
Other Administrative Policy and Related Officers	3	0	0.0	0	0
Other Occupations	1	0	0.0	0	0
Printing and Related Machine Operators	181	2	1.1	0	0
Printing Management and Supervisory Personnel	40	2	5.0	0	0
Printing Planners and Production Controllers	10	0	0.0	0	0
Risk Management and Security Services	14	0	0.0	0	0
Secretaries and Other	0	0	0	0	0
Security Officers	47	0	0.0	0	0
Senior Managers	24	3	13.0	0	0
TOTAL	659	17	2.6	0	0

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

Salary Band	Employees 1 April 2023	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progression as a % of
Lower skilled (Levels 1-2)	5	3	6.0	0	0
Skilled (Levels 3-5)	369	3	0.8	0	0
Highly skilled production (Levels 6-8)	189	5	2.6	0	0
Highly skilled supervision (Levels 9-12)	72	4	5.5	0	0
Senior Management (Level 13-16)	24	2	8.3	0	0
TOTAL	659	17	2.6	0	0

3.6 EMPLOYMENT EQUITY

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

Occupational category	Male			Female			Total		
	African	Coloured	Indian	White	African	Coloured		Indian	White
Legislators, senior officials, and managers	14	0	1	1	7	0	0	2	25
Professionals	23	0	0	1	27	1	2	1	55
Technicians and associate professionals	43	3	0	3	30	2	2	7	90
Clerks	35	1	2	0	70	3	1	7	119
Service and sales workers	43	1	0	1	19	0	0	0	64
Skilled agriculture and fishery workers	63	6	2	13	27	0	0	3	114
Plant and machine operators and assemblers	69	3	0	14	93	3	1	11	194
Elementary occupations	20	0	0	2	8	0	0	1	31
Total	310	14	5	35	281	9	6	32	692
Employees with disabilities	1	1	0	3	2	0	0	1	8

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

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	1	0	1	1	2	0	0	0	5
Senior Management	14	1	0	0	6	0	1	2	24
Professionally qualified and experienced specialists and mismanagement	24	0	1	3	18	1	2	0	49
Skilled technical and academically qualified	87	7	3	9	93	2	2	13	216
Semi-skilled and discretionary decision making	182	6	0	22	160	6	1	17	394
Unskilled and defined decision making	2	0	0	0	2	0	0	0	4
Graduate Programme (Internship)	13	0	0	0	20	0	0	0	33
Contract (Semi-skilled)	20	0	0	0	13	0	0	0	33
Contract (Skilled)	3	0	0	0	1	0	0	0	4
Contract (Professionally)	1	0	1	0	0	0	0	0	2
Contract (Senior Management)	0	0	0	0	1	0	0	0	1
Total	347	14	6	35	316	9	6	32	765

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

Occupational Band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	1	0	0	0	1
Senior Management	2	0	0	0	1	0	0	0	3
Professionally qualified and experienced specialists and mid-management	16	0	0	0	7	0	0	1	24
Skilled technical and academically qualified	1	0	0	0	5	0	0	0	6
Semi-skilled and discretionary decision making	21	0	0	2	21	0	0	1	45
Unskilled and defined decision making	2	0	0	0	2	0	0	0	4
Contract Professionally qualified and experienced specialists and mid-management	5	0	1	0	2	0	0	0	8
Contract (Skilled)	14	0	0	0	17	0	0	0	31
Contract (Semi-skilled)	50	1	0	0	80	0	0	1	132
Total	111	1	1	2	136	0	0	3	254
Employees with disabilities	0	0	0	0	0	0	0	0	0

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

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	1	0	1	0	0	0	0	0	2
Senior Management	0	0	0	0	1	0	0	0	1
Professionally qualified and experienced specialists and mid-management	5	0	0	0	2	0	1	2	10
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	3	0	0	0	3	0	0	0	6
Semi-skilled and discretionary decision making	1	0	0	0	2	0	0	0	3
Unskilled and defined decision making	0	0	0	0	3	0	0	0	3
Total	10	0	1	0	11	0	1	2	25
Employees with disabilities	0	0	0	0	0	0	0	0	0

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

Occupational band	Male				Female				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top Management	0	0	0	0	1	0	0	0	1
Senior Management	0	0	0	1	1	0	0	1	1
Professionally qualified and experienced specialists and mid-management	3	0	1	1	1	0	0	1	7
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	3	1	0	0	4	0	0	1	9
Semi-skilled and discretionary decision making	4	0	0	3	4	1	0	3	15
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
Graduate Programme (Internship)	11	1	0	0	14	0	0	0	26
Semi-skilled and discretionary decision making, Contract	50	1	0	3	80	1	0	3	139
Professionally qualified and experienced specialists and mid-management, Contract	0	0	1	0	0	0	0	0	1
Total	71	3	2	8	105	2	0	9	198
Employees with disabilities	0	0	0	0	0	0	0	0	0

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

Disciplinary action	Male			Female			Total		
	African	Coloured	Indian	White	African	Coloured		Indian	White
Total	13	0	1	0	1	0	0	0	15

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

Occupational band	Male			Female			Total		
	African	Coloured	Indian	White	African	Coloured		Indian	White
Legislators, senior officials, and managers	13	1	1	1	7	0	0	2	25
Professionals	23	0	1	1	27	1	2	1	55
Technicians and associate professionals	43	3	2	0	30	2	2	7	90
Clerks	35	1	0	0	70	3	1	7	119
Service and sales workers	43	0	0	1	19	0	0	0	64
Skilled agriculture and fishery workers	0	0	0	0	0	0	0	0	0
Craft and related trades workers	63	6	0	13	27	0	0	3	114
Plant and machine operators and assemblers	69	3	0	14	93	3	1	11	194
Elementary occupations	20	0	0	2	8	0	0	1	31
Total	310	14	04	35	281	09	06	32	692
Employees with disabilities	0	0	0	0	0	0	0	0	0

3.7 SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS

All members of the SMS must conclude and sign performance agreements within specific timeframes. Information regarding the signing of performance agreements by SMS members, the reasons for not complying within the prescribed timeframes and disciplinary steps taken is presented here

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

SMS Level	Total number of funded SMS posts	Total number of SMS members	Total number of signed performance agreements	Signed performance agreements as % of total number of SMS members
Director-General/ Head of Department	1	0	0	0
Salary Level 16	0	0	0	0
Salary Level 15	4	1	1	100
Salary Level 14	6	5	5	100
Salary Level 13	13	10	10	100
Total	24	16	16	100

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Table 3.7.2 Reasons for not having concluded Performance Agreements for all SMS members as on 31 March 2024

Reasons
Full compliance

Notes

- In the event of a National or Provincial election occurring within the first three Months of a financial year all members of the SMS must conclude and sign their performance agreements for that financial year within three months following the month in which the elections took place. For example, if the elections took place in April, the reporting date in the heading of the table above should change to 31 July 2024

Table 3.7.3 Disciplinary steps taken against SMS members for not having concluded Performance Agreements as on 31 March 2024

Reasons
None

3.8 PERFORMANCE REWARDS

In terms of the DPSA prescript that govern Performance Management and Development in the workplace, the 2019 Incentive Policy Framework for employees in the Public Services was issued by the Minister of MPSA. Paragraph 18 of the Framework read with other prescripts discontinued the awarding to performance bonuses/rewards by departments with effect from 2021/2022 financial period.

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

Salary Band	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within group	Cost (R'000)	Average cost per employee
African					
Male	0	0	0	0	0
Female	0	0	0	0	0
Asian					
Male	0	0	0	0	0
Female	0	0	0	0	0
Coloured					
Male	0	0	0	0	0
Female	0	0	0	0	0
White					
Male	0	0	0	0	0
Female	0	0	0	0	0
Employees with a disability	0	0	0	0	0
Total	0	0	0	0	0

Table 3.8.2 Performance Rewards by salary band for personnel below Senior Management Service for the period 1 April 2023 to 31 March 2024

Salary Band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	
Lower Skilled (Levels 1-2)	0	0	0	0	0	0
Skilled (Level 3-5)	0	0	0	0	0	0
Highly skilled production (Level 6-8)	0	0	0	0	0	0
Highly skilled supervision (level 9-12)	0	0	0	0	0	0
Graduate Programme (Internship)	0	0	0	0	0	0
Contract Skilled (Levels 3-5)	0	0	0	0	0	0
Contract Lower skilled (Levels 9-12)	0	0	0	0	0	0
Total	0	0	0	0	0	0

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Table 3.8.3 Performance Rewards by critical occupation for the period 1 April 2023 to 31 March 2024

Critical Occupation	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee
Senior Management	0	0	0	0	0
Photographic, Lithographic and Related	0	0	0	0	0
Printing management and supervisory personnel	0	0	0	0	0
Binding and related workers	0	0	0	0	0
Total	0	0	0	0	0

Notes

- The Core classification, as prescribed by PDSA, should be used for completion of this table.
- Critical occupations are defined as occupations or sub-categories within a occupation-

Table 3.8.4 Performance related rewards (cash bonus), by salary band for Senior Management Service for the period 1 April 2023 to 31 March 2024

Salary Band	Beneficiary Profile			Cost		Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	
Band A	0	10	0	0	0	0
Band B	0	6	0	0	0	0
Band C	0	1	0	0	0	0
Band D	0	0	0	0	0	0
Total	0	17	0	0	0	0

3.9 FOREIGN WORKERS

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

Table 3.9.1 Foreign workers by salary band for the period 1 April 2023 and 31 March 2024

Salary band	01 April 2023		31 March 2024		Change	
	Number	% of total	Number	% of total	Number	% Change
Lower skilled	0	0.0	0	0.0	0	0.0
Highly skilled production (Level 6-8)	0	0.0	0	0.0	0	0.0
Highly skilled supervision (Level 9-12)	0	0.0	0	0.0	0	0.0
Contract (Level 9-12)	0	0.0	0	0.0	0	0.0
Contract (Level 13-16)	0	0.0	0	0.0	0	0.0
Total	0	0.0	0	0.0	0	0.0

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

Major occupation	01 April 2023		31 March 2024		Change	
	Number	% of total	Number	% of total	Number	% Change
N/A	0	0	0	0	0	0

3.10 LEAVE UTILISATION

The Public Service Commission identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave and disability leave. In both cases, the estimated cost of the leave is also provided.

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

Salary band	Total days	Number of Employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower Skills (Level 1-2)	40	7	6	33
Skilled (Levels 3-5)	1239	264	5	931
Highly skilled production (Levels 6-8)	580	122	5	425
Highly skilled supervision (Levels 9-12)	147	36	4	111
Top and Senior management (Levels 13-16)	21	9	2	12
Apprentice	164	68	2	76
Graduate Programme (Internship)	48	20	2	20
Total	2239	528	4	1608

Table 3.10.2 Disability leave (ill-health retirement) for the period 1 January 2023 to 31 December 2023

Salary band	% Days with Medical certification	Total no. of employees on ill-health retirement	Estimated Cost (R'000)
Skilled (Levels 3-5)	100	2	0
Highly skilled production (Levels 6-8)	100	1	0
Highly skilled supervision (Levels 9-12)	100	1	0
Total	100	4	0

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

Salary band	Total days taken	Number of Employees using annual leave	Average per employee
Lower Skills (Level 1-2)	91	7	13
Skilled (Levels 3-5)	5250	360	15
Highly skilled production (Levels 6-8)	2368	164	14
Highly skilled supervision (Levels 9-12)	883	66	13
Top and Senior management (Levels 13-16)	187	16	12
Apprentice	445	103	6
Graduate Programme (Internship)	256	33	8
Total	9480	749	13

Table 3.10.4 Leave payouts for the period 1 April 2023 and 31 March 2024

Reason	Total amount (R'000)	Number of employees	Average per employee (R'000)
Leave payout for 2023/24 due to non-utilisation of leave for the previous cycle	0	0	0
Capped leave payouts on termination of service for 2023/24	0	0	0
Total	0	0	0

3.11 HIV/AIDS & HEALTH PROMOTION PROGRAMMES

Table 3.11.1 Steps taken to reduce the risk of occupational exposure.

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
None	Implemented a function Primary Care services which provides HIV Counselling and Testing (HCT) Creation of awareness on protection and prevention through distribution of information material

Table 3.11.2 Details of Health Promotion and HIV/AIDS Programmes (tick the applicable boxes and provide the required information)

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	✓		Chief Director: Human Resources
2. Does the department have a dedicated unit, or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose	✓		Employees Health and Wellness Practitioner OHS Officer
3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.	✓		Counselling Services Health awareness programmes Occupational and Primary health care services
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent		✓	
5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	✓		HIV/Aids & TB Management Policy
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV positive from discrimination? If so, list the key elements of these measures.	✓		HIV discrimination awareness news letters Supply of Condoms
7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have achieved	✓		Established the in-house Clinic for employees to do regular HIV Counselling and Testing (HCT)
8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators	✓		EH&W Operational Plan In-house Primary Health Care Services

3.12 LABOUR RELATIONS

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

Subject matter	Date
None	N/A

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

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	0	0%
Verbal warning	0	0%
Written warning	10	66.6%
Final written warning	3	20%
Suspended without pay	1	6.6%
Fine	0	0%
Demotion	0	0%
Dismissal	1	6.6%
Not guilty	0	0%
Case withdrawn	0	0%
Total	15	100%

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

Type of misconduct	Number	% of total
Fraud and Corruption	4	33.3%
Gross insolvency and excessive unauthorised absence	1	8.3%
Dereliction of duties	5	41.7%
Theft and unauthorized possession of state documents	1	8.3%
Assault	1	8.3%
Total	12	100%

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

Grievances	Number	% of Total
Number of grievances resolved	40	91.9%
Number of grievances pending	04	9.1%
Total number of grievances lodged	44	100%

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

Disputes	Number	% of Total
Number of disputes upheld	2	11.8%
Number of disputes dismissed	6	35.3%
Number of disputes settlement	0	0%
Number of disputes that are pending	9	52.9%
Total number of disputes lodged	17	100%

Table 3.12.6 Strike actions for the period 1 April 2023 and 31 March 2024

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

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

Number of people suspended	11
Number of people who's suspension exceeded 30 days	11
Average number of days suspended	More than 300 days
Cost of suspension (R'000)	R 658 816,84

3.13 SKILLS DEVELOPMENT

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

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

Occupational categories	Gender	Number of employees as at 1 April 2023	Training needs identified at start of the reporting period				Total
			Learnerships	Skills Programmes & other short courses	Other forms of training		
Legislators, senior officials and managers	Female	9	0	20	0	20	
	Male	16	0	17	0	17	
Professionals	Female	31	0	27	0	27	
	Male	24	0	27	0	27	
Technicians and associate professionals	Female	41	0	40	0	40	
	Male	49	0	39	0	39	
Clerks	Female	81	0	46	0	46	
	Male	38	0	72	0	72	
Service and sales workers	Female	19	0	27	0	27	
	Male	45	0	13	0	13	
Skilled agriculture and fishery workers	Female	0	0	0	0	0	
	Male	0	0	0	0	0	
Craft and related trades workers	Female	30	0	79	0	79	
	Male	84	0	33	0	33	
Plant and machine operators and assemblers	Female	108	0	0	0	0	
	Male	86	0	0	0	0	
Elementary occupations	Female	9	0	95	0	95	
	Male	22	0	22	0	22	
Sub Total	Female	328	0	334	0	334	
	Male	364	0	223	0	223	
Total		692	0	557	0	557	

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

Occupational categories	Gender	Number of employees as at 1 April 2023	Training needs identified at start of the reporting period				Total
			Learnerships	Skills Programmes & other short courses	Other forms of training		
Legislators, senior officials and managers	Female	9	0	9	0	9	
	Male	16	0	15	0	15	
Professionals	Female	31	0	29	0	29	
	Male	24	0	23	0	23	
Technicians and associate professionals	Female	41	0	38	0	38	
	Male	49	0	49	0	49	
Clerks	Female	81	0	81	0	81	
	Male	38	0	34	0	34	
Service and sales workers	Female	19	0	11	0	11	
	Male	45	0	29	0	29	
Skilled agriculture and fishery workers	Female	0	0	0	0	0	
	Male	0	0	0	0	0	
Craft and related trades workers	Female	30	0	30	0	30	
	Male	84	0	84	0	84	
Plant and machine operators and assemblers	Female	108	0	89	0	89	
	Male	86	0	67	0	67	
Elementary occupations	Female	9	0	9	0	9	
	Male	22	0	22	0	22	
Sub Total	Female	328	0	296	0	296	
	Male	364	0	323	0	323	
Total		692	0	619	0	619	

3.14 INJURY ON DUTY

The following tables provide basic information on injury on duty.

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

Nature of injury on duty	Number	% of total
Required basic medical attention only	36	90.0
Temporary total disablement	4	10.0
Permanent disablement	0	0.0
Fatal	0	0.0
Total	40	100

3.15 UTILIZATION OF CONSULTANTS

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

Project title	Total number of consultants that worked on project	Duration (work days)	Contract value in Rand
Infratec – Reconstruction of FAR	6	3 years	R 2 078 945.09
KTS – Development of business case and specifications	5	6 months	R 1 139 995.00
Total number of projects	Total individual consultants	Total duration Work days	Total contract value in Rand
2	11	3 years and 6 months	R3 218 940.09

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

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
KTS – Development of business case and specifications	50%	50%	01
Infratec	100%	100%	04

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

Project title	Total Number of consultants that worked on project	Duration (Work days)	Donor and contract value in Rand
None	Not applicable	Not applicable	Not applicable

Total number of projects	Total individual consultants	Total duration work days	Total contract value in Rand
None	0	0	0

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

Project title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of consultants from HDI groups that work on the project
None	0	0	0

3.16 SEVERANCE PACKAGES

Table 2.16.1 Granting of employee-initiated severance packages for the period 1 April 2023 and 31 March 2024.

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

PART E

PFMA COMPLIANCE REPORT



1. INFORMATION ON IRREGULAR, FRUITLESS AND WASTEFUL, UNAUTHORIZED EXPENDITURE AND MATERIAL LOSSES

Information on Irregular, Fruitless and Wasteful, Unauthorised Expenditure and Material Losses.

1.1 IRREGULAR EXPENDITURE

a. Reconciliation of irregular expenditure

Description	2023/2024	2022/2023
	R'000	R'000
Opening balance	1 253 494 399,15	1 112 288 657,47
Add: Irregular expenditure confirmed	142 552 495,15	141 205 741,68
Less: Irregular expenditure condoned	-	-
Less: Irregular expenditure not condoned and removed	-	-
Less: Irregular expenditure recoverable	-	-
Less: Irregular expenditure not recovered and written off	-	-
Closing balance	1 396 046 894,30	1 253 494 399,15

Reconciling notes

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure that was under assessment in 2023/24	-	-
Irregular expenditure that relates to 2023/24 and identified in 2023/24	-	-
Irregular expenditure for the current year	142 552 495,15	141 205 741,68
Total	142 552 495,15	141 205 741,68

Details of current and previous year irregular expenditure (under assessment, determination, and investigation)

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure under assessment	-	-
Irregular expenditure under determination	142 552 495,15	141 205 741,68
Irregular expenditure under investigation	-	-
Total	142 552 495,15	141 205 741,68

b. Details of current and previous year irregular expenditure condoned

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

c. Details of current and previous year irregular expenditure removed - (not condoned)

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

d. Details of current and previous year irregular expenditure recovered

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

e. Details of current and previous year irregular expenditure written off (irrecoverable)

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

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

Description
N/A
Total

g. Details of non-compliance cases where an institution is involved in an inter-institutional arrangement (where such institution is responsible for the non-compliance)

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

h. Details of current and previous year disciplinary or criminal steps taken as a result of irregular expenditure

Description
N/A

1.2 FRUITLESS AND WASTEFUL EXPENDITURE

a. Reconciliation of fruitless and wasteful expenditure

Description	2023/2024	2022/2023
	R'000	R'000
Opening balance	-	-
Add: Fruitless and wasteful expenditure confirmed	-	-
Less: Fruitless and wasteful expenditure written off	-	-
Less: Fruitless and wasteful expenditure recoverable	-	-
Closing balance	-	-

Reconciling notes

Description	2023/2024	2022/2023
	R'000	R'000
Fruitless and wasteful expenditure that was under assessment in 2023/24	-	-
Fruitless and wasteful expenditure that relates to 202023/24 and identified in 202023/24	-	-
Fruitless and wasteful expenditure for the current year	-	-
Total	-	-

b. Details of current and previous year fruitless and wasteful expenditure (under assessment, determination, and investigation)

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

c. Details of current and previous year fruitless and wasteful expenditure recovered

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

d. Details of current and previous year fruitless and wasteful expenditure not recovered and written off

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

e. Details of current and previous year disciplinary or criminal steps taken as a result of fruitless and wasteful expenditure

Description
N/A

1.3 UNAUTHORISED EXPENDITURE

a. Reconciliation of unauthorised expenditure

Description	2023/2024	2022/2023
	R'000	R'000
Opening balance	-	-
Add: unauthorised expenditure confirmed	-	-
Less: unauthorised expenditure approved with funding	-	-
Less: unauthorised expenditure approved without funding	-	-
Less: unauthorised expenditure recoverable	-	-
Less: unauthorised not recovered and written off	-	-
Less: unauthorised not recovered and written off	-	-
Closing balance	-	-

Reconciling notes

Description	2023/2024	2022/2023
	R'000	R'000
Unauthorised expenditure that was under assessment in 2023/24	-	-
Unauthorised expenditure that relates to 2023/24 and identified in 2023/24	-	-
Unauthorised expenditure for the current year	-	-
Total	-	-

b. Details of current and previous year unauthorised expenditure (under assessment, determination, and investigation)

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

c. Details of current and previous year material losses through criminal conduct

Material losses through criminal conduct	2023/2024	2022/2023
	R'000	R'000
Theft	-	-
Other material losses	-	-
Less: Recovered	-	-
Less: Not recovered and written off	-	-
Total	-	-

d. Details of other material losses

Nature of other material losses	2023/2024	2022/2023
	R'000	R'000
(Group major categories, but list material items)	-	-
	-	-
	-	-
	-	-
Total	-	-

e. Other material losses recovered

Nature of losses	2023/2024	2023/2024
	R'000	R'000
(Group major categories, but list material items)	-	-
	-	-
	-	-
	-	-
Total	-	-

1.4 OTHER MATERIAL LOSSES WRITTEN OFF

Nature of losses	2023/2024	2023/2024
	R'000	R'000
(Group major categories, but list material items)	-	-
	-	-
	-	-
	-	-
Total	-	-

2. INFORMATION ON LATE AND / OR NON-PAYMENT OF SUPPLIERS

Description	Name of invoice	Consolidated Value
	R'000	R'000
Valid invoices received	-	-
Invoices paid within 30 days or agreed period	-	-
Invoices paid after 30 days or agreed period	-	-
Invoices older than 30 days or agreed period (unpaid and without dispute)	-	-
Invoices older than 30 days or agreed period (unpaid and in dispute)	-	-

3. INFORMATION ON SUPPLY CHAIN MANAGEMENT

A. REPORTING OF PROCUREMENT BY OTHER MEANS						
No	Project Description	Name of Supplier	Type of procurement by other means	Contract Number	Value of contract	
April 2023						
1	Line Hole Punch Female	Thunderbolt Solutions	Sole Supplier	PO42530	R19,463.75	
2	Rubber Rollers Restorer	Altron Fintech	Sole Supplier	PO42517	R5,676.29	
3	Security Ink Pads with CAP	Rubber Stamp & Engraving	Sole Supplier	PO42549	R332,925.00	
4	DIRCO Identity cards	Instant ID Solution (pty) ltd	Sole Supplier	PO42571	R112,700.00	
5	Kraft Brown 180gsm	Enstra Paper	National Treasury Deviation	PO42597	R614,744.00	
6	Replenisher	Fujifilm	Sole Supplier	PO42598	R7,323.66	
7	Bond White	Mondi	National Treasury Deviation	PO42574	R1,703,380.00	
8	Trodax 2910 Metal Date Stamp	Rubber Stamp & Engraving	Sole Supplier	PO42601	R158,470.00	
9	Cleaning Stick Lapping	Altron Fintech	Sole Supplier	PO42538	R546.16	

10	4912Red Printy 4912P4	Rubber Stamp & Engraving	Sole Supplier	PO42632	R31,533.00
11	Rubberstamp Date stamp	Rubber Stamp & Engraving	Sole Supplier	PO42633	R213,900.00
12	10kg Invisible Fluorescent Red Offset 11425LF Ink	Luminescence	Sole Supplier	PO42639	R123,122.70
13	Printer NT Kit 220V 807839-103	Altron Fintech	Sole Supplier	PO42641	R300,848.63
14	IDC MX76 Shaft Idler 558118-001	Altron Fintech	Sole Supplier	PO42646	R8,025.46
15	B8KIC Reiner Numbered 8 Bands	Rubber Stamp & Engraving	Sole Supplier	PO42645	R28,750.00
16	Roller Capstain 554873-001	Altron Fintech	Sole Supplier	PO42644	R26,730.66
17	Conveyor Lower DTI 809412-1717	Altron Fintech	Sole Supplier	PO42648	R32,917.00
18	Actuator Assy Rotary 568980-001	Altron Fintech	Sole Supplier	PO42647	R40,821.37
19	Bolero: Side Glue GA2414	Thunderbolt	Sole Supplier	PO42614	R12,719.00
20	Roller Capstain 554873-001	Altron Fintech	Sole Supplier	PO42643	R25,664.26
21	CPC Thermal Developer	Fujifilm	Sole Supplier	PO42619	R6,762.00
22	UV PMS 643U Light Blue	SICPA	Sole Supplier	PO42618	R10,797.47
23	Bolero m/c: Technomelt GA3980 glue	Thunderbolt	Sole Supplier	PO42616	R33,580.00
24	Five Hundred Rubberstamp : Self-Ink	Rubber Stamp & Engraving	Sole Supplier	PO42627	R56,654.75
25	SPR Cassette Brake Shaft	Altron Fintech	Sole Supplier	PO42680	R7,448.94
26	BM-Bart	Thunderbolt Solutions	Sole Supplier	PO42681	R16,560.00
27	Constant White Bond 455mm Reels	Mondi	National Treasury Deviation	PO42686	R7,300,200.00
28	Belt Timming	Altron Fintech	Sole Supplier	PO42684	R1,767.41
29	I-Gen 150 Yellow Ink Serial No:1126943829 006R01544	Bytes Document Solution	Sole Supplier	PO42719	R37,432.56
30	I-Gen 150 Magenta Ink Serial No:1126943829 00R01544	Bytes Document Solution	Sole Supplier	PO42739	R37,432.50
May 2023					
1	809412-1626 SPR Coer Assy	Altron Fintech	Sole Supplier	PO42759	R27,971.31
2	571929-001 Spool Apring	Altron Fintech	Sole Supplier	PO42757	R25,664.26
3	808047-001 Suction Cup	Altron Fintech	Sole Supplier	PO42749	R8,425.18
4	510218-001 KIT MXD Control Board	Altron Fintech	Sole Supplier	PO42746	R50,592.33
5	808612-002 IDC MX76 Air Filter	Altron Fintech	Sole Supplier	PO42747	R5,648.75
6	809412-157 Transport Roller	Altron Fintech	Sole Supplier	PO42761	R1,434.10
7	547126-001 Filter Intake Laser Enclosur	Altron Fintech	Sole Supplier	PO42753	R31,966.78

8	809412-567 SPR Pulley 18T S2M Motor	Altron Fintech	Sole Supplier	PO42750	R15,386.03
9	809412-1380 SPR Gear 49T 1 M 10ID	Altron Fintech	Sole Supplier	PO42752	R5,761.56
10	593123-002 Finger Pincher	Altron Fintech	Sole Supplier	PO42762	R9,338.12
11	809412-990 SPR Brake Lenze	Altron Fintech	Sole Supplier	PO42748	R24,337.66
12	CMC:B-Flute Carton of Endless Cardboard 100MM width	Batsumi Enterprise Solution	Sole Supplier	PO42776	R2,707,353.00
13	Ink Colour Stream 3000: Magenta	Canon	Sole Supplier	PO4290	R122,309.52
14	Gear Motor Part Number 28200811	Muhlbauer High Technical International	Sole Supplier	PO42788	R10,096.38
15	Ink Colour Stream 3000: Black	Canon	Sole Supplier	PO42791	R1,288,092.00
16	Part numbers: 559642-001, 559470-001, 559227-005	Altron Fintech	Sole Supplier	PO42792	R3,187.28
17	Copper Foil Blocks For B-15, size: 100mmx100mm	Packtech Tooling	Sole Supplier	PO42799	R5,830.50
18	Guide Card Lower	Altron Fintech	Sole Supplier	PO42810	R26,297.49
19	809412-1082 C4 ENV Feed Shaft Assy	Altron Fintech	Sole Supplier	PO42809	R12,757.16
20	809412-1056 ENV Feed Roller 10mm	Altron Fintech	Sole Supplier	PO42808	R11,425.66
21	Make-Up Cartridge Black	Muhlbauer High Technical International	Sole Supplier	PO42824	R92,450.80
22	SPR Motor W/D Pump 24V	Altron Fintech	Sole Supplier	PO42823	R45,507.06
23	Ink Color Stream 3000: Cyan	Canon SA	Sole Supplier	PO42821	R190,802.85
24	Cleaning Fluid (OCE Color Stream)	Canon SA	Sole Supplier	PO42822	R47,152.85
25	24 inch Plates; Backing Gum Code;Concepta	Fujifilm	Sole Supplier	PO42825	R32,690.58
26	Ink Color Stream 3000: Yellow	Canon	Sole Supplier	PO42851	R119,251.78
27	Pulley Roller Drive	Altron	Sole Supplier	PO42850	R10,592.05
28	Corrugated Boxes	Corruseal Group	National Treasury Deviation	PO42854	R16,836.00
29	Rima Conveyor System: Black Straps	Manroland South Africa	Sole Supplier	PO42856	R144,273.83
30	CMC:Wax Ribbons	Pitney Bowes Batsumi Enterprises	Sole Supplier	PO42865	R41,572.50
31	Brown Kraft Paper	Enstra Paper	National Treasury Deviation	PO42924	R614,740.91
32	N/Binder Blankoff Caps	Thunderbolt Solutions	Sole Supplier	PO42922	R1,380.00
33	CRD Cylinder STM-0820	NEC XON	Sole Supplier	PO42918	R28,492.03
34	Bart Rejuvenating Wash-Strong	Thunderbolt Solutions	Sole Supplier	PO42919	R27,600.00

35	Line Hole Punch Female	Thunderbolt Solutions	Sole Supplier	PO42920	R19,751.25
36	Thermal Positive Plates:SPMASTER74 740X605.30	Fujifilm	Sole Supplier	PO42921	R66,030.24
37	Tissue Paper Suckers	Heidelberg Graphic Systems	Sole Supplier	PO42937	R14,998.30
38	Ink Duct Foil Classic 72-75	Heidelberg Graphic Systems	Sole Supplier	PO42936	R17,480.00
39	809412-1053 SPR Lower Seal 48 DIA and IDC MX 76 Shaft, Pivot Arm, 559315-001	Altron Fintech	Sole Supplier	PO42934	R53,487.52
June 2023					
1	Termal Circuit Breaker 28410004 and Heater Shaft 60929780	Muhlbauer High Technical International	National Treasury Deviation	PO42943	R22,978.32
2	Sealer Spring 809412-1398	Altron Fintech	Sole Supplier	PO42950	R4,866.85
3	I-Gen 150 Cyan Ink Serial No: 1126943829 006R01542	Bytes Document Solution	Sole Supplier	PO42972	R37,432.50
4	Bolero m/c: Technomelt GA3980 glue	Thunderbolt	Sole Supplier	PO42975	R33,580.00
5	Aoi3962 Sensor	IAI Industrial Systems	Sole Supplier	PO42983	R9,255.72
6	IDC MX76 Roller Lower:560117-002	Altron Fintech	Sole Supplier	PO43000	R24,956.33
7	IDC MX76 Roller Pivot 560125-001	Altron Fintech	Sole Supplier	PO42999	R8,726.29
8	Securclin 13PT Sheets: 278 mm x 198mm Green	Neeah Red Bridge	National Treasury Deviation	PO42998	R3,892,366.83
9	All M/C: Air Cylinder(SSD-16-15-N)	NEC XON	Sole Supplier	PO42996	R28,046.60
10	IDC MX 76 SPR Assy Chassis Drive Side (804912-1443)	Altron Fintech	Sole Supplier	PO42994	R68,187.87
11	Corrugated Boxes	Corruseal Group	National Treasury Deviation	PO42995	R1,765,250.00
12	Fountain Solution	Thunderbolt Solutions	Sole Supplier	PO43012	R17,077.50
13	Sealing Glue	Batsumi Enterprise Solution	Sole Supplier	PO43026	R138,724.50
14	Doctor Blade FL37X4.7X529	Thunderbolt Solutions	Sole Supplier	PO43029	R59,042.44
15	A3 Xerographic Bond Photocopy Paper	Mondi	National Treasury Deviation	PO43019	R5,747,700.00
16	VARN: MRC Code 2459 For Komori	Thunderbolt Solutions	Sole Supplier	PO43023	R3,726.00
17	CMC Labels	Batsumi Enterprise Solution	Sole Supplier	PO43027	R483,000.00
18	Brown Ribbed Paper	Enstra Paper	National Treasury Deviation	PO43022	R1,031,550.00
19	Cleaning Tape	Altron Fintech	Sole Supplier	PO43051	R29,216.62
20	Cable Assy Encoder	Altron Fintech	Sole Supplier	PO43052	R1,788.17
21	Opaque Plastic Rolls Film	Batsumi Enterprise Solution	Sole Supplier	PO43050	R1,932,000.00

22	Sensor Assy Prox	Altron Fintech	Sole Supplier	PO43048	R18,882.08
23	Roller Pin (549910-004)	Altron Fintech	Sole Supplier	PO43095	R3,250.02
24	Gear Pulley 24P 24T	Altron Fintech	Sole Supplier	PO43096	R972.33
25	Stepper Motor Cable	Altron Fintech	Sole Supplier	PO43098	R3,857.26
26	Shaft Pivot Flip Top	Altron Fintech	Sole Supplier	PO43088	R926.14
27	SPR Assembly Turnover Casset	Altron Fintech	Sole Supplier	PO43099	R116,100.76
28	PWA Assy 48V Motor Driver	Altron Fintech	Sole Supplier	PO43090	R145,641.52
29	Support Guide Card Flip Top	Altron Fintech	Sole Supplier	PO43089	R1,837.59
30	MS-006 UV Wash	Thunderbolt	Sole Supplier	PO43093	R54,625.00
31	Rubberstamp Date stamp	Rubber Stamp & Engraving	Sole Supplier	PO43094	R256,910.00
32	Various Spare Parts For UNO Machine	XON SYSTEMS	Sole Supplier	PO43100	R1,132,961.59
33	Strapping Material (STR-1IE53)	Batsumi Enterprise Solution	Sole Supplier	PO43092	R419,474.00
34	Roller, Pin (549910-004)	Altron Fintech	Sole Supplier	PO43095	R3,250.02
35	Gear Pulley 24P 24T (559323-001)	Altron Fintech	Sole Supplier	PO43096	R972.33
36	Stepper Motor Cable	Altron Fintech	Sole Supplier	PO43098	R3,857.26
37	Support, Guide, Card Flip Top	Altron Fintech	Sole Supplier	PO43089	R1,837.59
38	PWA Assy 48V Motor Driver	Altron Fintech	Sole Supplier	PO43090	R145,641.52
39	Shaft Pivot Flip Top	Altron Fintech	Sole Supplier	PO43088	R926.14
40	Gear Spur 20PA 32P 48T	Altron Fintech	Sole Supplier	PO43115	R1,683.88
41	Gear Spur 20PA 32P 16T	Altron Fintech	Sole Supplier	PO43114	R2,168.16
42	Track Formed Cleaner Output	Altron Fintech	Sole Supplier	PO43113	R1,996.81
43	SPR Motor Plate	Altron Fintech	Sole Supplier	PO43112	R33,087.34
44	PWA Card Buffer	Altron Fintech	Sole Supplier	PO43119	R45,015.26
45	ID Smart Card: Duraguard Laminate 0.1 mil Full Card	Altron Fintech	Sole Supplier	PO43121	R626,721.25
July 2023					
1	Development and Re-automation of the E-Gazette system to GPW	ICE-Industrial Computing Engineering	Sole Supplier	PO43129	R3,234,089.80
2	Offset Pantone Namibiam Green	SICPA	Sole Supplier	PO43151	R6,673.34

3	SUV2210 UV PMS 455U Dark Green	SICPA	Sole Supplier	PO43150	R6,923.69
4	SEC344 O/S PMS5777 U Green	SICPA	Sole Supplier	PO43149	R19,150.43
5	SEC 319 Offset Rainbow Visa 643U	SICPA	Sole Supplier	PO43152	R16,888.96
6	Namibiam Birth Certificate: 7514U SUV2212 UV PMS Red	SICPA	Sole Supplier	PO43148	R10,928.91
7	SEC 320 Offset Pantone 5787U Green	SICPA	Sole Supplier	PO43153	R17,777.33
8	Namibian Birth Certificate SUV2211 UV PMS 7502U Light Brown	SICPA	Sole Supplier	PO43147	R10,910.17
9	Komori Suckers	Thunderbolt	Sole Supplier	PO43182	R632.10
10	Komori: Mobil Gear Oil	Thunderbolt	Sole Supplier	PO43183	R2,047.00
11	Mount, Guide, Card, Flip Top	Altron	Sole Supplier	PO43180	R2,221.82
12	Photo Sensor (PZ-G10IN)	NEC XON	Sole Supplier	PO43223	R40,519.95
13	SC Certificate of Vaccination Orange Ink	SICPA	Sole Supplier	PO43198	R80,847.82
14	Namibiam Birth Certificate SICPA Guard Black	SICPA	Sole Supplier	PO43197	R173,539.83
15	Offset Pantone 7508 Brown Ink	SICPA	Sole Supplier	PO43188	R23,192.74
16	UV SC Z579 Brown Ink	SICPA	Sole Supplier	PO43200	R12,816.68
17	Pantone 455 Namibian Green Ink	SICPA	Sole Supplier	PO43196	R7,057.21
18	UV SEC Z579 Green Ink	SICPA	Sole Supplier	PO43187	R32,639.42
19	DC0535 DC Plate Cleaner (UV Plate)	Thunderbolt	Sole Supplier	PO43201	R5,462.50
20	Farbloser FH 30 in One Litre Containers	Thunderbolt	Sole Supplier	PO43224	R276.00
21	72958006AA Pigment Ink CS3000 Cyan	Canon	Sole Supplier	PO43217	R128,424.99
22	SUV2160 UV SC PMS 144U Orange	SICPA	Sole Supplier	PO43215	R25,849.39
23	72958008AA Pigment Ink CS3000 Yellow	Canon	Sole Supplier	PO43211	R128,424.99
24	72958007AA Pigment Ink CS3000 Magenta	Canon	Sole Supplier	PO43210	R128,424.99
25	SEL PMS 65IU Blue Ink	SICPA	Sole Supplier	PO43209	R6,824.56
26	SEC 411 O/S SAQA PMS 280U Blue	SICPA	Sole Supplier	PO43208	R4,430.25
27	TRO S/ink Plate Daters	Rubber Stamp & Engraving	Sole Supplier	PO43207	R429,812.50
28	White Banker Window Envelopes	MERPARK ENVELOPES	Sole Supplier	PO43206	R248,400.00
29	Bolero Side Glue	Thunderbolt	Sole Supplier	PO42985	R25,438.00

30	SUV2183 UV PMS 188U Light Brown		SICPA		Sole Supplier	PO43258	R29,631.65
31	INK: Offset 3NY2055 Colourless Phosphorescent Orange		SICPA		Sole Supplier	PO43265	R69,990.04
32	Komori Suckers		Thunderbolt		Sole Supplier	PO43262	R529.00
33	571883-002 Printhead Graphics Gen2 300DPI		Altron Fintech		Sole Supplier	PO43263	R101,994.59
34	IDC MX76 Pin Dowel M3x 12mm 809412-1715		Altron Fintech		Sole Supplier	PO43259	R1,703.24
35	IDC MX76 Pulley 104TS2M M/Drive 809412-570		Altron Fintech		Sole Supplier	PO43257	R2,136.13
36	IDC MX76 Clutcg Gear 48T 809412-1671		Altron Fintech		Sole Supplier	PO43266	R12,480.77
37	I-Gen 150 Cyan Ink Serial No: 1126943829 006R01542		Bytes Document Solution		Sole Supplier	PO43260	R37,432.50
38	Litho Filter		Heidelberg Graphic Systems		Sole Supplier	PO43273	R1,623.00
39	Ink: SUV2189 UV SETA PMS 2905 Blue		SICPA		Sole Supplier	PO43275	R56,345.29
40	Ink: SUV2105 UV SC PMS 337U Green		SICPA		Sole Supplier	PO43270	R32,472.78
41	5211 Trodat Plain S/Inker		Rubber Stamp & Engraving		Sole Supplier	PO43274	R192,682.50
42	807884-261 Sealing Wetter Fluid		Altron Fintech		Sole Supplier	PO43276	R44,643.17
43	Umalusi Certificate Corrugate Boxes		Corruseal Group		Sole Supplier	PO43279	R548,067.00
44	I-Gen 150, Serial number 1126943829 006R01543 Magenta		Altron TMT		Sole Supplier	PO43291	R37,432.44
45	I-Gen 150, Serial number 1126943829 006R01542 Cyan		Bytes Document Solution		Sole Supplier	PO43290	R37,432.50
46	Ink:SEC390 O/S Guard Green		SICPA		Sole Supplier	PO43287	R138,606.74
47	Ink:3600IF UV O/S Colourless Fluo Yellow		SICPA		Sole Supplier	PO43304	R89,427.45
48	A3 and A4 Paper		Mondi		National Treasury Deviation	PO43306	R51,300,062.50
49	I-Gen 150 Serial No: 1126943829-006R01541 Black Matt Dry Ink		Bytes Document Solution		Sole Supplier	PO43300	R37,432.50
50	Spine tape		NEC XON		Sole Supplier	PO43302	R1,952,036.45
51	I-Gen 150 Serial No: 1126943829-006R01544 Yellow		Bytes Document Solution		Sole Supplier	PO43285	R37,432.50
52	Ink: SUV2180 UV PMS 135U Orange		SICPA		Sole Supplier	PO43303	R6,376.58
August 2023							
1	DC07211 Alkoless SF.60 Fount Solution		Thunderbolt Solutions		Sole Supplier	PO43320	R23,977.50
2	510218-001 KIT MXD Control Board		Altron Fintech		Sole Supplier	PO43322	R56,339.31
3	Power Supply 48V DC F.SCX10 CO2		Muhlbauer High Technical International		Sole Supplier	PO43331	R178,100.64

4	SUV2161 Pantone Ink Code 1245 Light Brown	SICPA	Sole Supplier	PO43313	R32,824.68
5	Reiner numbered stamp 8 bands; Reiner numbered stamp 6 bands; Trotec SP2/300 Mirror with holder; Trotec SP2 Lens 1.5; Totec Lens Cleane 69248; Lens Tissue HK 33003; 5mm SP x 45 Black Sheets	Rubber Stamp & Engraving	Sole Supplier	PO43332	R50,288.10
6	Cold Glue For Unomatic Lead Machine	NEC XON	Sole Supplier	PO43407	R739,787.50
7	Concepta 24" Plates Kodak Electra XD 525 x 628.30	Fujifilm	Sole Supplier	PO43403	R729,399.00
8	IDC MX76 C4 Envelope Feed Shaft Assy IDC MX76 Belt Timing IDC MX76 Envelope Feed SPR Rubber Rollers Restorer	Altron	Sole Supplier	PO43404	R50,195.76
9	Rollomat 238 Roller Clean	Thunderbolt	Sole Supplier	PO43399	R3,726.00
10	Drum Feeder Grippers for smyth Machine	Fellows Beswick	Sole Supplier	PO43400	R49,357.08
11	Varnish: Take it Off Varnish	Thunderbolt	Sole Supplier	PO43390	R11,126.25
12	Box Corrugated	Corruseal	National Treasury Deviation	PO43392	R40,661.70
13	Computerized Label	SITA	Sole Supplier	PO43398	R5,986.45
14	InkColor stream 3000: Black	Canon	Sole Supplier	PO43401	R1,387,176.00
15	DG Vision Press Plates 24 inch 647x510	Fujifilm	Sole Supplier	PO43402	R14,599.92
16	Cleaning Fluid (OCE Color Stream)	Canon	Sole Supplier	PO43397	R54,127.05
17	525862-001 Sensor Assy	Altron	Sole Supplier	PO43323	R199,638.69
18	HP Maintenance Kit 807839-103 Solenoid Assy Affixer/sticker IDC MX76 Slotted Feed Wheel Pulley Drive 2mm FHT Set Screw Plate Exit Transport	Altron Fintec	Sole Supplier	PO43406	R383,542.48
19	Old Plates For Komori	Fujifilm	Sole Supplier	PO43455	R38,889.50
20	Rubberstamp: Security Self-Inker Pads 85 x 55 Uninked Foam	Rubber Stamp & Engraving	Sole Supplier	PO43454	R193,660.00
21	Power Supply Laser Diode 36992614	Muhlbauer High Technical International	Sole Supplier	PO43461	R749,567.66
22	ID Smart Card Duraguard laminate ID Smart Card: Cleaning tape 800257-018 Dowel Pin 549910-004 Roller Pin	Altron Fintech	Sole Supplier	PO43457	R682,368.65
23	Ink: SUV 2087 UV SC Z 579 LT Green	SICPA	Sole Supplier	PO43488	R217,596.10
24	CMC: Wax Ribbons ZE500 104X600M	Pitney Bowes Batsumi Enterprises	Sole Supplier	PO43467	R41,572.50

September 2023						
1	SEC464 OFFSET PMS 5753U Namibiam Green	SICPA	Sole Supplier	PO43511	R6,673.34	
2	537364-001 Flange Guide	Altron Fintech	Sole Supplier	PO43531	R21,695.12	
3	Idler Roller KPL RFH PNI:ZD.224-177-BG-01	Heidelberg Graphic Systems	Sole Supplier	PO43530	R55,935.20	
4	Trichlorethylene	Y and R Print	Deviation	PO43577	R258,750.00	
5	Ink: SUV2205 UV Warm Red	SICPA	Sole Supplier	PO43579	R12,032.80	
6	Bolero m/c: Technomelt GA3980 glue	Thunderbolt Solutions	Sole Supplier	PO43562	R41,975.00	
7	Printy Self-Inker 70x30mm (P/N 4928RD)	Rubber Stamp & Engraving	Sole Supplier	PO43560	R60,547.50	
8	MX1-610357 Service Kit MX2-61282 Service Kit MX3-61286 Service Kit MX4-61292 Service Kit	Altron Fintech	Sole Supplier	PO43580	R16,389,534.42	
9	White Banker Window Envelopes	MERPARK ENVELOPES	Sole Supplier	PO43592	R248,400.00	
10	Litho Filter	Heidelberg Graphic Systems	Sole Supplier	PO43597	R3,245.99	
11	Bart Rejuvenating Wash-Strong	Thunderbolt	Sole Supplier	PO43603	R27,600.00	
12	SUV2105 UV SC PMS 337U Green	SICPA	Sole Supplier	PO43624	R32,472.78	
13	Forblosor FH 30 in One Litre Containers	Thunderbolt	Sole Supplier	PO43620	R276.00	
14	Cleaning Fluid (OCE Color Stream) InkColor Stream 3000: Yellow InkColor Stream 3000; Magenta InkColor Stream 3000; Cyan	Canon SA	Sole Supplier	PO43626	R830,895.36	
15	Tamper Evidence Labels for CMC Line 1, 2 and 3	Batsumi Enterprise Solution	Sole Supplier	PO43625	R541,420.00	
16	IDC MX76Kit Gen@ Laser Sec.Ps	Altron Fintech	Sole Supplier	PO43606	R1,056,261.99	
17	Micron Polypropylene Wound Filter Cartridge for Platemaking Machine	Pre-Bur Enterprise	Sole Supplier	PO43635	R6,485.31	
18	Rubberstamp: Black ink bottle	Rubber Stamp & Engraving	Sole Supplier	PO43634	R39,330.00	
19	506523-001 PWA Barrel EXP 506523-002 PWA Barrel EXP 811394-281 HP toner cartridge Felt on Felt Bridge 809412-1479	Altron Fintech	Sole Supplier	PO43636	R847,891.88	
20	Ink: SUV2106 UV SC PMD 134U Orange SEC 449 Pantone Ink Code 152 Orange UV Curing Process Black	SICPA	Sole Supplier	PO43640	R94,436.53	
21	A021246 Fluid 013580 Filter Cartridge 007784 Filterpatroon A018443 Filter	IAI Industrial Systems	Sole Supplier	PO43654	R61,211.68	
22	Sewing Thread	Luminescence	Sole Supplier	PO43662	R543,752.73	

23	IDC MX76 Brake W/D 179-105 809412-1035	Altron Fintech	Sole Supplier	PO43658	R65,527.23
24	Plastic Bag forming glue	Pitney Bowes Batsumi Enterprises	Sole Supplier	PO43657	R77,404.20
25	ID Smart Card: MXD Stickers IDC MX76 Insert Pawl Track Brake Assy 809412-1446	Altron Fintech	Sole Supplier	PO43660	R414,338.35
26	811394-198 SPR Registration Assy 811394-199 SPR Paper Pick-Up Assy	Altron Fintech	Sole Supplier	PO43656	R93,597.33
27	565439-001 Paddle Paper Edge Guide 572081-001 Hub Roller Mount 572082 Roller upper drive	Altron Fintech	Sole Supplier	PO43652	R32,465.02
28	Organ Needles	Sataz Business Solution	Deviation	PO43673	R59,512.50
October 2023					
1	3+A228:A229	Thunderbolt	Sole Supplier	PO45691	R82,627.50
2	M/Martini Trelleborg Royal Form UV Sticky Back Blankets 525 x 715x.90 Pigment Black Dye Ink Pigment Replenisher Pigment Storage Fluid	Thunderbolt	Sole Supplier	PO43695	R211,153.35
3	Thick Polycarbonate Date Page (0,8mm) 10,9x27,8	Gemalto	Sole Supplier	PO43757	R80,311,400.00
4	Rubberstamp: Self-ink stamp 15mmx75mm	Rubber Stamp & Engraving	Sole Supplier	PO43780	R17,583.50
5	Enviroflex Aquawash	Ubuntu printers and Stationers	Sole Supplier	PO43773	R16,215.00
6	ID Smart Card: Black Ribbon	Altron Fintech	Sole Supplier	PO43772	R32,011.58
7	Ink: SEC390 O/S Sicpa Guard Green	SICPA	Sole Supplier	PO43781	R415,820.22
8	Print Corn Blanket C709R	Manroland South Africa	Sole Supplier	PO43777	R31,414.32
9	Finger Pincher	Altron Fintech	Sole Supplier	PO43786	R10,340.80
10	SPR Maintenance Kit 220V	Altron Fintech	Sole Supplier	PO43793	R191,854.10
11	809412-1312 Conveyor Drive Shaft 809412-1365 Bearing IDC MX76 Belt Timing IDC MX76 Actuator Assy IDC MX76 Clutch EC30LL CW 8mm 24V IDC MX76 Roller Segmented Form	Altron Fintech	Sole Supplier	PO43794	R131,340.95
12	807774-206 Screw, TORX/HEX HD W/ WSHR 803988-032 Space STDF M/F 4-40x.250x.75 806578-002 Nut Hex Keys Ext TH	Altron Fintech	Sole Supplier	PO43818	R649.11
13	Strapping Material (STR-11E53)	Pitney Bowes Batsumi Enterprises	Sole Supplier	PO43819	R226,804.00
14	CMC: Labels For Bags and Boxes	Pitney Bowes Batsumi Enterprises	Sole Supplier	PO43817	R483,000.00

15	Ink: 3NY3070 Offset Colourless Phosphorescent Red 5753 Namibiam Green	SICPA	Sole Supplier	PO43826	R103,237.74
16	Ink: SUV 2085 UV SC Z579 Brown Namibian Birth Certificate SUV2211 UV PMS 7502U Light Brown Namibian Birth Certificate: 7514U SUV2212 UV PMS Red Ink: SUV 2087 UV SC Z 579 LT Green	SICPA	Sole Supplier	PO43828	R260,796.31
17	Martini m/c: clineher boxes (fingers) 0991.4097.3	Thunderbolt Solutions	Sole Supplier	PO43822	R14,908.83
18	Diode Laser Teflon Spray Star Filter Transfer Foil Seiko Label	Muhlbauer High Technical International	Sole Supplier	PO43854	R833,672.70
19	Rima Conveyor System: Black Straps	Manroland South Africa	Sole Supplier	PO43847	R14,323.83
20	Ventura Suckers	Thunderbolt	Sole Supplier	PO43845	R20,565.00
21	Security Paper: Certificate Paper RSA Watermark	Enstra Paper	National Treasury Deviation	PO43849	R1,985,716.50
22	CPC Thermal Developer Replenisher	Fujifilm	Sole Supplier	PO43839	R25,977.35
November 2023					
1	Thermal Positive Plates: SPMAS74 740X605.30	Fujifilm	Sole Supplier	PO43891	R66,030.24
2	CMC: Wax Ribbons ZE500 104X600M	Pitney Bowes Batsumi Enterprises	Sole Supplier	PO43894	R41,572.50
3	H/Berg Suckers Complete	Heidelberg Graphic Systems	Sole Supplier	PO43892	R193,933.36
4	Blankets for H/B 74 770x660x1.9 with special bars	Heidelberg Graphic Systems	Sole Supplier	PO43895	R68,042.63
5	Boxes Corrugated	Corruseal	Sole Supplier	PO43881	R447,741.00
6	Offset Brown with SICPA Guard	SICPA	Sole Supplier	PO43923	R110,871.62
7	FPJE30606540898 Fuji PJE Thermind LC 30 654x898 WEB	Fujifilm	Sole Supplier	PO43920	R173,236.58
8	N/Binder Blank Off Cups	Thunderbolt	Sole Supplier	PO43918	R2,760.00
9	UBIO-e8: Sewing Needle singer 3355-01 90/14 135x17 UBIO-e8: Sewing Needle singer 3355-01 90/14 135x17	NEC XON	Sole Supplier	PO43919	R20,293.48
10	White Banker Window Envelopes	MERPARK ENVELOPES	Sole Supplier	PO43911	R496,800.00
11	Kraft Brown 180gsm	Enstra Paper	National Treasury Deviation	PO43921	R614,735.03
12	CMC:Opaque Plastic Rolls	Pitney Bowes Batsumi Enterprises	Sole Supplier	PO43910	R1,014,300.00
13	Wash Up Blade	Thunderbolt Solutions	Sole Supplier	PO43912	R67,205.31
14	Watermark paper with Fluorescent Fibers	Enstra Paper	National Treasury Deviation	PO43914	R320,121.98

15	ID Smart Card: Duraguard laminate 1,0 mil clear full card ID Smart Card: Full colour ribbon set Sensor Assy Cable Assy, Solenoid Igu Affixer ID Smart Card: Sealing Wetter Fluid	Altron Fintech	Sole Supplier	PO43922	R1,386,493.66
16	Security pad 56x33 TRO SWOP Pad	Rubber Stamp & Engraving	Sole Supplier	PO43944	R22,655.00
17	809412-1053 SPR Lower Seal 48 DIA 809412-1054 SPR Lower Seal 25 DIA 809412-1055 SPR Upper Seal 48 DIA	Altron Fintech	Sole Supplier	PO43943	R224,863.74
18	Oce CS: UWF Constant Reels 80gsm 455mm	Mondi	National Treasury Deviation	PO43956	R7,300,200.00
19	Bolero: Side Glue GA2414	Thunderbolt	Sole Supplier	PO43959	R31,797.50
20	Apollo Blade Assembly Bearing for Appollo machine	Lee Print design and Packaging	Deviation	PO43958	R4,025.00
21	Tissue Splicing Tape	Specialized PVC Sheeting Paper	Deviation	PO43957	R10,712.25
22	CRD Cylinder STM-0820 All m/c: Air cylinder SSD-16-10-N	NEC XON	Sole Supplier	PO43977	R25,951.67
23	CMC line 1, 2 and 3: Video Jet Wax Ribbon CMC: Labels for Dispatch Solution Raw-Material Exam Packing	Pitney Bowes Batsumi Enterprises	Sole Supplier	PO43978	R259,210.00
24	508109-001 BRKT Flag Heater Mount 569385-002 Pump assy vacuum	Altron Fintech	Sole Supplier	PO43994	R48,026.14
25	Rubberstamp: Self-ink stamp TRO	Rubber Stamp & Engraving	Sole Supplier	PO44023	R330,912.50
26	Die Plate Daters TRO self ink plates date	Rubber Stamp & Engraving	Sole Supplier	PO44024	R470,062.50
27	Ink:3600IF UV O/S Colourless Fluo Yellow	SICPA	Sole Supplier	PO44025	R89,427.45
28	Xerox Phaser 3330 Printer 106R03624 Toner Xerox Phaser 3330 Printer 101R00555 Drum	CHM Vuwani	Deviation	PO44038	R44,737.94
29	Boxes Corrugated	Corruseal Corrugated	National Treasury Deviation	PO44021	R1,119,352.50
30	Technomelt SUPRA HT350J	NEC XON	Sole Supplier	PO44044	R12,693.13
31	3699006406 Power Supply 48V DC	Muehlbauer ID Services GmbH	Sole Supplier	PO44045	R172,265.34
32	Ink:SUJ2106BUB SC PMS 134U Orange	SICPA	Sole Supplier	PO44050	R82,913.85
33	WL200 Wash 28280077b Fork Light Barrier.24010843 Compact Cylinder Distance Bolt	Muehlbauer ID Services GmbH	Sole Supplier	PO44043	R49,399.04
34	A4 Xerographic Bond Photocopy Paper	Mondi	National Treasury Deviation	PO44062	R64,020,960.00
35	A3 Xerographic Bond Photocopy Paper	Sappi	National Treasury Deviation	PO44061	R1,727,047.00
36	Rima Conveyor System: Black Straps	Manroland South Africa	Sole Supplier	PO44060	R28,647.65

37	811394-198 SPR Registration Assy 811394-199 SPR Paper Pick-Up Assy	Altron Fintech	Sole Supplier	PO44093	R97,452.24
38	HP Maintenance Kit 807839-103 ID Smart Card: Black Ribbon 559789-501	Altron Fintech	Sole Supplier	PO44095	R386,875.81
39	Litho Filter	Heidelberg Graphic Systems	Sole Supplier	PO44094	R3,245.99
December 2023					
1	Paper: White Cartridge 110gsm 440mm reels	Ubuntu printers and Stationers	Deviation	PO44109	R31,050.00
2	Printy Self-Inker 70x30mm (P/N 4928RD) Rubberstamp: Black Ink Bottle	Rubber Stamp & Engraving	Sole Supplier	PO44108	R101,027.50
3	10x A4 2,84 Plates Surface Print 4x A3 2,84 Plates Surface Print	Ubuntu printers and Stationers	Sole Supplier	PO44107	R33,120.00
4	Ink:3600IF UV O/S Colourless Fluo Yellow	SICPA	Sole Supplier	PO44143	R89,427.45
5	A4 Xerographic Bond Photocopy Paper	Mondi	National Treasury Deviation	PO44137	R53,350,000.00
6	SUV2199 Umalusi Blue UV Umalusi 280U Blue	SICPA	Sole Supplier	PO44141	R43,396.52
7	508826-001 Spring Bias 598180-001 Screw Shoulder 803072-087 Spring CompX 180D.75L.016W 803223-046 Spacer WSHR INS 130x312x0.20	Altron Fintech	Sole Supplier	PO44144	R10,104.84
8	A3 Xerographic Bond Photocopy Paper	Mondi	National Treasury Deviation	PO44147	R5,899,500.00
9	809412-1457 SPR Head Input Conveyor Upper: Central Overguide 809412-1742 SPR, PBC Assy INF Conveyor IF 525862-002 Sensor Assy	Altron Fintech	Sole Supplier	PO44152	R280,585.56
10	WL200 Wash 1 L Container	Muehlbauer ID Services GmbH	Sole Supplier	PO44124	R7,954.32
11	Rubberstamp:Self-ink stamp 14mmx38mm	Rubber Stamp & Engraving	Sole Supplier	PO44140	R33,637.50
12	Suction Cup 1010115 BL20-2 for UNO M/C	NEC XON	Sole Supplier	PO44149	R18,244.75
13	85064175 one mill Holographic Full Patch	Muehlbauer ID Services GmbH	Sole Supplier	PO44139	R232,036.40
14	4912Red Printy 4912P4	Rubber Stamp & Engraving	Sole Supplier	PO44173	R33,424.75
15	Die Plate Daters	Rubber Stamp & Engraving	Sole Supplier	PO44172	R470,062.50
16	564265-008 Printedhead Color 300 dpi Assembly	Altron Fintech	Sole Supplier	PO44174	R140,822.79
17	Ink:SUV 2085 UV SC Z579 Brown	SICPA	Sole Supplier	PO44178	R64,083.41

18	Ink: Black Penetrating Red	SICPA	Sole Supplier	PO44177	R55,363.07
19	SEC 319 Offset Pentone 643U Offset Rainbow Visa Blue	SICPA	Sole Supplier	PO44176	R35,493.26
20	Ink: SUV 2087 UV SC Z 579 LT Green	SICPA	Sole Supplier	PO44175	R217,596.10
February 2024					
1	Nylonstieb 24111029	Muehlbauer ID Services GmbH	Sole Supplier	PO44347	R8,382.50
2	Corrugated Boxes	Corruseal Corrugated	National Treasury Deviation	PO44360	R229,977.00
3	IDC MX76, Roller Lower 560117-002 568628-002 PWA AC AUX IDC MX76 Pulley 18T 809412-567 807359-003 Reader Bar Code IDC MX76 Roller Pivot 560125-001	Altron Fintech	Sole Supplier	PO44262	R193,983.35
4	Gear Motor 28205102 Shoulder Screw 22130031 Base Plate 60839060 Extension Spring 22140522 Reflection Sensor 28280047 Transportation Costs	Muehlbauer ID Services GmbH	Sole Supplier	PO44361	R56,920.04
5	Sewing Thread	Luminescence	Sole Supplier	PO44387	R551,888.30
6	3NY4059 O/s Coulerlessuvbifluo 366b-254red SEC 321 Offset Pantone7508U	SICPA	Sole Supplier	PO44389	R510,505.47
7	ID Smart Card: Full colour ribbon set ID Smart Card: Cleaning tape 559791-501	Altron Fintech	Sole Supplier	PO44414	R1,166,959.65
8	50397-999 Field Kit, Replacement Laser, Scanhead Assy.10mm,1 60mm	Altron Fintech	Sole Supplier	PO44412	R925,467.22
9	811394-216 Crossing Paper Feed Assy 811394-222 Paper Pick-up Assy 811394-223 Paper Pickup Paper Feed Assy 811394-262 Tray 2-X Roller Kit 811394-263 Tray 1 Roller Kit 811394-219 Low Voltage Power Supply 811394-206 High Voltage Assy 811394-212 Drum Drive Assy	Altron Fintech	Sole Supplier	PO44416	R240,377.44
March 2024					
1	IDC MX76, Clutch EC30LL CW 8mm 24V, 809412-967 IDC MX76, Clutch EC30LL CCW (Blue) 24V no: 809412-968 809412-1074 SPR Flap Grip Clutch Assy	Altron Fintech	Sole Supplier	PO44441	R81,980.05
2	525 x715x.90 Hybrid Blanket 24" 525x 440x.90 Hybrid blanket 17" Bart- (Rejuvenating Wash-Strong) 25 Litre Fountain Solution (Vainm60 or DC Euro Star 65/5) Varn: MRC Code2459 Varn Defoamer (Bubblecrush) Varnish: Take it Off Varnish DC05035 DC Plate Cleaner (UV Plate) DC07211 Alkoless SF2.60 (Fount Solution)	Thunderbolt Solutions	Sole Supplier	PO44449	R244,952.88

3	InkSUV2193 UV PMS 416 Grey Ink: SUV2202 UV PMS 7457 Green	SICPA	Sole Supplier	PO44444	R12,400.91
4	505629-001, Platen, Lamination, Silicone ID Smart Card: Duraguard laminate, 1,0 mil clear full card 545789-001	Altron Fintech	Sole Supplier	PO44445	R776,077.60
5	Pigment Black Dye Ink Pigment Storage Fluid Pigment Replenisher 0036-5017-0 Line Hole Punch Male 0036-5013 Line Hole Punch Female	Thunderbolt	Sole Supplier	PO44440	R284,117.97
6	506857-001 Kit MOD REG Board IDC MX76 Stepper Motor 808535-003 Intake Filter no: 547126-001 503924-001 Field Kit aligned laser MX600 laser GEN2 811394-198 SPR, Registration Assy 811394-199 SPR, Paper Pick -Up Assy 535059-003 PWA laser sensor	Altron Fintech	Sole Supplier	PO44477	R3,766,947.74
7	Clutch slip 25ID 1.28 IN-LB IDC MX76 SPR Flanged Bearing 525862-001 Sensor Assy	Altron Fintech	Sole Supplier	PO44487	R221,828.41
8	Ink: SUV2155 UV SC 458U Refuge green	SICPA	Sole Supplier	PO44486	R22,382.22
9	MS-006 UV Wash	Thunderbolt Solutions	Sole Supplier	PO44484	R60,087.50
10	24100042 Bandinling suction	Muehlbauer	Sole Supplier	PO44485	R13,529.92
11	Suction Cup 1010115 BL20-2 for UNO M/C Timing Belt	NEC XON	Sole Supplier	PO44536	R70887.56
12	CPC Thermal Developer	Fujifilm	Sole Supplier	PO44534	R13,771.25
13	568925-005 Heater assy tack	Altron Fintech	Sole Supplier	PO44535	R37,724.95
14	85053212 Pump MXH 204 60979725 Swivel door 241600009 Festo PUN 8x 1.25 Pneumatic hose 10 bar	Muehlbauer	Sole Supplier	PO44545	R88,929.39
15	Repairs 9000h Service and repairs to Aventura sewing machine Service and repairs of Prima Stacker Repairs to Komori Currency Press Repairs to Komori Currency Press Inspection on Komori Job Card Repairs to MM Stacker Job Card Repairs to MM Prima Job Card Repairs to MM Solit Trimmer Repairs to MM Concepta	Thunderbolt Solutions	Sole Supplier	PO44543	R537,035.52
16	Address Labels La brite	Muehlbauer	Sole Supplier	PO44548	R63,250.00

B. REPORTING OF EXPANSIONS AND VARIATIONS OF CONTRACTS					
No	Project Description	Name of Supplier	Contract Number	Value of previous contract expansion/s or variation/s (if applicable)	Value of current contract expansion or variation of contract
1	24 inch Plates; Backing Gum Code; Conseptia	Fujifilm	PO42825	R0.00	R2 918.85
2	Cover Passport Cover green 278x198	Neendh Red Bridge	PO42998	R0.00	R124 384.00

PART F

FINANCIAL INFORMATION

THE GOVERNMENT PRINTING WORKS

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

1. REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON GOVERNMENT PRINTING WORKS

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

QUALIFIED OPINION

1. I have audited the financial statements of the Government Printing Works as set out on pages 125 to 168, which comprise the statement of financial position as at 31 March 2024, statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amount for the year ended, as well as notes to the financial statements, including a summary of significant accounting policies.
2. In my opinion, except for the effects and possible effects of the matters described in the basis for qualified opinion section of this auditor's report, the financial statements present fairly, in all material respects, the financial position of the Government Printing Works as at 31 March 2024 and its financial performance and cash flows for the year ended in accordance with the Standards of Generally Recognised Accounting Practice (Standards of GRAP) and the requirements of the Public Finance Management Act 1 of 1999 (PFMA).

BASIS FOR QUALIFIED OPINION

Property plant and equipment

3. I was unable to obtain sufficient appropriate audit evidence for property plant and equipment due to the auxiliary assets under appraisal and those written off not being adequately supported. I was unable to confirm these balances by alternative means. Consequently, I was unable to determine whether any adjustments were necessary to auxiliary assets under appraisal included in property plant and equipment stated at R21,88 million in note 3 to the financial statements.

Inventory

4. The government component did not recognise some inventories in accordance with SA Standard of GRAP 12, Inventories. The results of standard costing for raw materials did not always approximate cost and resulted in an understatement of raw materials by R17,24 million. There is a consequential impact on Cost of Sales. Additionally, during 2023, the government component did not recognise in finished goods in accordance with SA Standards of GRAP 12, Inventories in respect of inventory issued items. Goods issued transactions that occurred in the prior years were incorrectly recorded in 2023 resulting in over statement of inventory as well as receivables from exchange transactions by R69,15 million. There is a consequential impact on the accumulated surplus.
5. Additionally, I was unable to obtain sufficient appropriate audit evidence for work in progress included in inventories due to poor status of the accounting records. I could not confirm the inventories by alternative means. Consequently, I was unable to determine whether any adjustment was necessary to inventories stated at R467,61 million (2023: R439,67 million), in note 7 to the financial statements.

THE GOVERNMENT PRINTING WORKS

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON GOVERNMENT PRINTING WORKS

Receivables from exchange transactions

6. I was unable to obtain sufficient appropriate audit evidence for the debtors under investigation and goods issued account included in receivables from exchange transactions due to poor status of the accounting records. I could not confirm the debtors by alternative means. Consequently, I was unable to determine whether any adjustment was necessary to debtors under investigation and goods issued account stated at R29,90 million (2023: R28,93 million) and -R205,80 million (2023: -R193,67 million) respectively in note 8 to the financial statements.

Payables from exchange transactions

7. I was unable to obtain sufficient appropriate audit evidence for repairs and maintenance included in trade payables and auxiliary payables which, due to the poor status of the accounting records. I could not confirm these by alternative means. Consequently, I was unable to determine whether any adjustment was necessary to trade payables and auxiliary payables stated at R45,86 million and R10,45 million respectively in Note 6 to the financial statements.

Sale of goods: Revenue from exchange transactions

8. The government component did not recognise sales of goods in accordance with GRAP 9, *Revenue from exchange transactions*. Revenue transactions that occurred in the prior financial period were recorded in the current financial year and resulted in an over statement of revenue, trade and other receivable by R32,65 million (2023: R48,35 million). There is a consequential impact on the deficit for the period and the accumulated surplus.

Net cash flow from operating activities

9. The government component did not correctly prepare and disclose the net cash flows from operating activities as required GRAP 2, Cash Flow statements. This was due to errors in determining cash flows from operating activities. I was not able to determine the full extent of the errors as it was impracticable to do so. Consequently, I was unable to determine whether any adjustments to the cash flows from operating activities as stated at -R954,11 million (2023: R103,06 million) in disclosure note 24 to the financial statements were necessary.

Context for opinion

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

THE GOVERNMENT PRINTING WORKS

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON GOVERNMENT PRINTING WORKS

Emphasis of matter

13. I draw attention to the matter below. My opinion is not modified in respect of this matter

Prior period error

14. As disclosed in note 32 to the financial statements, the corresponding figures for 2022 were restated as a result of errors in the financial statements of the government component at, and for the year ended, 2023.

Responsibilities of the accounting officer for the financial statements

15. The accounting officer (AO) is responsible for the preparation and fair presentation of the financial statements in accordance with SA standard of GRAP and the requirements of the PFMA and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

16. In preparing the financial statements, the accounting officer is responsible for assessing the government component's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the government component or to cease operations, or has no realistic alternative but to do so.

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

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

18. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report. This description, which is located at page 120, forms part of our auditor's report.

Report on the annual performance report

19. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I must audit and report on the usefulness and reliability of the reported performance information against predetermined objectives for the selected material performance indicators presented in the annual performance report. The accounting officer is responsible for the preparation of the annual performance report.

20. I selected all material performance indicators related to Branch Manufacturing and Engineering and Operations Management as presented in the annual performance report for the year ended 31 March 2024. I selected those indicators that measure the government component's performance on its primary mandated functions and that are of significant national, community or public interest.

THE GOVERNMENT PRINTING WORKS

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON GOVERNMENT PRINTING WORKS

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

Primary mandated functions not prioritised.

25. Some primary mandated functions were not prioritised for delivery in the performance year. Consequently, these functions were not adequately planned or accounted for, which is likely to result in them not being delivered and undermines transparency and accountability.

THE GOVERNMENT PRINTING WORKS

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON GOVERNMENT PRINTING WORKS

Primary Mandated function	Reason provided by for non-prioritisation
Improve customer experience through timeous quality and quantity management	Management was of the view that measurement of quality was sufficient. Matter will be reviewed next year.
Implement long term vision (Vision 2030), of being a State security printer of choice in the SADC region	The matter was being measured on internal score card.
Implementation of Ministerial Review Panel Report recommendations	The matter was being measured on the internal score card

Report on compliance with legislation

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

Annual Financial Statements

30. The financial statements submitted for auditing were not prepared in accordance with the prescribed financial reporting framework and/or supported by full and proper records, as required by section 40(1) (a) and (b) of the PFMA.

Material misstatements identified by the auditors in the submitted financial statements were not adequately corrected and the supporting records could not be provided, which resulted in the financial statements receiving a qualified opinion.

Revenue management

31. Effective and appropriate steps were not taken to collect all money due, as required by section 38(1)(c)(i) of the PFMA.
32. Appropriate processes were not implemented to provide for the recording of and/or reconciliation of revenue, as required by treasury regulation 7.2.1.

THE GOVERNMENT PRINTING WORKS

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON GOVERNMENT PRINTING WORKS

Asset management

33. Proper control systems were not in place at the government component to ensure the safe guarding and maintenance of assets, as required by treasury regulation 10.1.1(a).

Consequence management

34. I was unable to obtain sufficient appropriate audit evidence that disciplinary steps were taken against officials who had incurred irregular expenditure as required by section 38(1)(h)(iii) of the PFMA. The component has appointed a service provider to undertake the determination test on cases of irregular expenditure. This service provided was appointed in October 2023, however, to date no investigation nor determination have been concluded.

Other information in the annual report

35. The accounting officer is responsible for the other information included in the annual report which includes the accounting officers' report and the audit committee's report. The other information referred to does not include the financial statements, the auditor's report and those selected programmes presented in the annual performance report that have been specifically reported on in this auditor's report.
36. My opinion on the financial statements, the report on the audit of the annual performance report and the report on compliance with legislation do not cover the other information included in the annual report and I do not express an audit opinion or any form of assurance conclusion on it.
37. My responsibility is to read this other information and, in doing so, consider whether it is materially inconsistent with the financial statements and the selected programmes presented in the annual performance report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
38. I did not receive the other information prior to the date of this auditor's report. When I do receive and read this information, if I conclude that there is a material misstatement therein, I am required to communicate the matter to those charged with governance and request that the other information be corrected. If the other information is not corrected, I may have to retract this auditor's report and re-issue an amended report as appropriate. However, if it is corrected this will not be necessary.

Internal control deficiencies

39. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with applicable legislation; however, my objective was not to express any form of assurance on it. The matters reported below are limited to the significant internal control deficiencies that resulted in the basis for the qualified opinion the material findings on the annual performance report and the material findings on compliance with legislation included in this report.
40. Management did not exercise oversight responsibility to ensure that the financial information in the annual financial statements is accurate and supported by reliable information.
41. Management did not adequately prepare accurate and complete financial reports that are supported and evidenced by reliable information; as a result, there were material misstatements and adjustments to the financial statements.

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42. Management did not adequately implement controls over daily and monthly processing and reconciling of transactions. Management did not implement adequate controls to ensure that transactions are recorded in the financial year in which they occurred and in line with the applicable accounting framework.
43. Management did not adequately review and monitor compliance with applicable laws and regulations; as a result, there was material non-compliances identified during the audit which was also reported in the prior years.
44. Management did not effectively and adequately implement proper record keeping ensuring that supporting information related to amounts disclosed in the notes of the annual financial statements is accessible and available to support financial and performance reporting as various components had limitations.
45. The government component developed a plan to address internal and external audit findings; however, not all issues have been addressed. The slow response from management in tracking measures to address internal root causes, as well as the enforcement of accountability for slow progress, has a continued impact on the audit opinion.
46. In the prior year, adequate IT system controls and IT back-ups were not implemented in a timely manner, leading to system crash which impacted the government component's ability to produce credible financial statements, there is a continuing impact in the current year.

Material irregularities

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

Material irregularities identified during the audit

48. The material irregularities identified areas follows:

Inadequate back-up practices and lack of maintenance of ICT infrastructure resulting in loss of data

49. The Government Printing Works (GPW) did not implement effective, efficient and transparent systems of risk management and internal control for the management, safeguarding and maintenance of its ICT infrastructure and assets as required by sections 38(1)(a)(i) and 38(1)(d) of the PFMA. Inadequate back-up practices and a lack of maintenance of ICT infrastructure resulted in incidents of data loss where the systems completely crashed in February 2021 and March 2022. The weaknesses in the ICT controls were reported in audit findings since 2020, but actions were not taken to address it and prevent the data loss .
50. The impact of the data loss is cross-cutting and severely impacting the institution's reputation and financial position, as well as various operational processes and systems across the institution, including:
 - a) Loss of critical information relevant for financial reporting and operations, at least some of which may never be recovered.
 - b) Late submission of financial statements for audit for the 2020/21 and 2021/22 financial years.
 - c) Restricted executive and parliamentary oversight over the performance of the institution due to lack of reliable financial reports.

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- d) Damage to the eGazette system, which resulted in significant costs that had to be incurred to resuscitate the system, recapture information on the system and payment for an investigation by the Ministerial Review Panel which could have been avoided.
 - e) Unreliable financial statements as a result of destruction of accounting records supporting transactions recorded in the financial statements (disclaimer).
 - f) Failure to collect all monies due and not charging interest on long outstanding debtors.
51. Furthermore, extensive financial and resource investment was required to recover, and recapture lost data, putting further strain on the institutions ability to continue with its operations. The non compliance has resulted in substantial harm to the operations of the institution.
 52. I notified the accounting officer of the material irregularity on 30 March 2024 and invited the accounting officer to make a written submission on the actions taken and that will be taken to address the matter.
 53. The accounting officer indicated that implementation of adequate back-up practices, restoring lost infrastructure, maintenance of ICT infrastructure, collection of monies due, and improvement of ICT and financial controls are all in progress.
 54. I will follow-up on the implementation of the planned actions during my next audit.

Auditor-General

Pretoria

31 July 2024



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

THE GOVERNMENT PRINTING WORKS

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REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON GOVERNMENT PRINTING WORKS

Annexure to the auditor's report

The annexure includes the following:

- The auditor-general's responsibility for the audit
- The selected legislative requirements for compliance testing

Auditor-general's responsibility for the audit

Professional judgement and professional scepticism

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

Financial statements

In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:

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

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Communication with those charged with governance

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

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

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Compliance with legislation-selected legislative requirements

The selected legislative requirements are as follows:

Legislation	Sections or regulations
Public Finance Management Act 1 of 1999 (PFMA)	PFMA 38(1)(d) PFMA 43(4) PFMA 39(2)(a) PFMA 39(1)(a) PFMA 38(1)(h)(iii) PFMA 38(1)(c)(ii) PFMA 38(1)(c)(i) PFMA 38(1)(b) PFMA 45(b) PFMA 57(b) PFMA Instruction Note 3 of 2021/22 par. 4:3 and 4.4 PFMA instruction note no.3 of 2021/22 par. 4.2 (b) PFMA section 44 PFMA instruction note no.3 of 2021/22 par. 4.4.(d) PFMA instruction note no.3 of 2021/22 par. 4.3 PFMA SCM Instruction No. 3 of 2021/22 par. 7.2 (tenders advertised on or after 1 April 2022) PFMA SCM instruction note 03 of 2021/22 par 4.1 PFMA instruction note no.3 of 2021/22 definition PFMA instruction note no.3 of 2021/22 par. 4.2 (b) PFMA SCM instruction note 03 of 2021/22 par 4.1 PFMA instruction note no.3 of 2021/22 definition PFMA instruction note no.3 of 2021/22 par. 4.4 (c)
Preferential Procurement reg 2017	Reg 2017 5(7) Reg 2017 5(6) Reg {2017} 5(1) & 5(3) 8(5) Reg 8(2) 6(8), 7(8), 10(1)&(2) & 11(1)

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Legislation	Sections or regulations
Treasury regulations	<p>Treasury reg.16A8.4 Treasury reg R16A6.3 (a) and (b) Treasury reg 8.2.1 and 8.2.2 Treasury reg 16A9.1(d) Treasury reg 16A8.4 Treasury reg 16A8.3 Treasury reg 16A6.3(e) Treasury reg 16A6.3(c) Treasury reg 16A6.3(b) "Treasury reg 16A6.3(a) (i) NT Instruction note 4 of 2015/16 par. 3.4 SBD 6.2 issued in 2015/16 Treasury reg 16A6.3(a) (i) Treasury reg 16A6.1 Treasury reg 16A3.2(a) Treasury reg 16A3.2 (fairness) Treasury reg 16A3.2 (fairness) Treasury reg 16A3.2 (fairness) TR16A6.6 TR 9.1.4 TR 9.1.1 TR 8.4.1 TR 8.2.3 TR 8.2.1 TR8.1.1 TR 7.2.1 TR 6.4.1(b) TR 6.3.1(c) TR 6.3.1(b) & (d) TR 6.3.1(a) & (d) TR 5.3.1 TR 5.2.3(d) TR 5.2.3(a) TR 5.2.1 TR 5.1.1 TR 4.1.3 TR 4.1.1 TR 19.6.1 TR 16A9.1(f) TR 16A9.1(e) TR 16A9.1(e) TR 16A9.1(d) TR 16A9.1(b)(ii) TR 16A8.4 TR 16A6.5 TR 16A6.3(c) TR 16A6.2(b) TR 16A6.2(a) TR 16A.7.7 TR 16A.7.6 TR 16A.7.3 TR 16A.7.1 TR 15.10.1.2(c) TR12.5.1 TR 10.1.1(a) TR 10.1.1(a) NT Instruction note 4 of 2015/16 par. 3.4 NT Instruction 4A of 2016/17 par 6 NT Instruction 07 of 2017/18 par4.3 Treasury reg 16A9.1(e) Treasury reg 16A9.2(a)(ii) Treasury reg 16A8.4 Public Service reg 18(1),(2) Treasury reg 16A8.4 Treasury reg 16A8.4 Treasury reg 16A6.4; SCM Instruction 3 of 2016</p>
PSR	<p>PSR 25(1)(e)(i) PSR 25(1)(e)(iii)</p>

THE GOVERNMENT PRINTING WORKS

ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

General Information

Country of incorporation and domicile	South Africa
Legal form of entity	In accordance with the Public Services Act (No 103 of 1994) as amended, the Government Printing Works (GPW) is established as a government component.
Nature of business and principal activities	The Government Printing Works is tasked with the rendering of printing and related services to Government departments, Provincial institutions and Local authorities.
Accounting Officer	Ms A Fosi
Registered office	149 Bosman street Pretoria 0002
Postal address	Private Bag x 85 Pretoria 0001
Reporting entity	The Ministry of Home Affairs
Bankers	SARB ABSA
Auditors	Auditor General of South Africa Registered Auditors
Annual financial statements approved by:	Ms. A Fosi 31 July 2024

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Abbreviations used:

GPW	Government Printing Works
DBSA	Development Bank of South Africa
GRAP	Generally Recognised Accounting Practice
VAT	Value Added Tax
SARB	South African Reserve Bank
PFMA	Public Finance Management Act
CEO	Chief Executive Officer
CFO	Chief Finance Officer
CIO	Chief Information Officer
IFRS	International Financial Reporting Standards

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Accounting Officer's Responsibilities and Approval

The accounting officer is required by the Public Finance Management Act (Act 1 of 1999), to maintain adequate accounting records and is responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is the responsibility of the accounting officer to ensure that the annual financial statements fairly present the state of affairs of the entity as at the end of the financial year and the results of its operations and cash flows for the period then ended. The external auditors are engaged to express an independent opinion on the annual financial statements and were given unrestricted access to all financial records and related data.

The annual financial statements have been prepared in accordance with Standards of Generally Recognised Accounting Practice (GRAP) including any interpretations, guidelines and directives issued by the Accounting Standards Board.

The annual financial statements are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

The accounting officer acknowledges that she is ultimately responsible for the system of internal financial control established by the entity and place considerable importance on maintaining a strong control environment. To enable the accounting officer to meet these responsibilities, the accounting officer sets standards for internal control aimed at reducing the risk of error or deficit in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the entity and all employees are required to maintain the highest ethical standards in ensuring the entity's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the entity is on identifying, assessing, managing and monitoring all known forms of risk across the entity. While operating risk cannot be fully eliminated, the entity endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The accounting officer is of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or deficit.

The accounting officer has reviewed the entity's cash flow forecast for the year to 31 March 2025 and beyond and, in the light of this review and the current financial position, she is satisfied that the entity has access to adequate resources to continue in operational existence for the foreseeable future.

The entity is self-funded. The annual financial statements are prepared on the basis that the entity is a going concern and that the entity has neither the intention nor the need to liquidate or curtail materially the scale of the entity.

Although the accounting officer is primarily responsible for the financial affairs of the entity, she is supported by the entity's external auditors.

The external auditors are responsible for independently auditing and reporting on the entity's annual financial statements. The annual financial statements have been examined by the entity's external auditors and their report is presented on page 120.

The annual financial statements set out on pages 155 to 178, which have been prepared on the going concern basis, were approved by the accounting officer on 31 July 2024 and were signed on its behalf by:



Ms A Fosi
Accounting officer

Statement of Financial Position as at 31 March 2024

Figures in Rand thousand	Note(s)	2024	2023 Restated*
Assets			
Current Assets			
Inventories	7	467 613	439 669
Receivables from exchange transactions	8	154 499	324 784
Cash and cash equivalents	9	1 517 919	2 485 343
		2 140 031	3 249 796
Non-Current Assets			
Property, plant and equipment	3	1 366 953	1 462 042
Intangible assets	4	43 316	21 084
		1 410 269	1 483 126
Total Assets		3 550 300	4 732 922
Liabilities			
Current Liabilities			
Operating lease liability	5	317	138
Payables from exchange transactions	6	147 525	708 364
Provisions	11	8 091	703 054
		155 933	1 411 556
Non-Current Liabilities			
Operating lease liability	5	969	246
Total Liabilities		156 902	1 411 802
Net Assets		3 393 398	3 321 120
Reserves			
Capital fund	10	1 344 949	2 539 926
Accumulated surplus		2 048 449	781 194
Total Net Assets		3 393 398	3 321 120

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ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

Statement of Financial Performance

Figures in Rand thousand	Note(s)	2024	2023 Restated*
Revenue from exchange transactions			
Sale of goods	12	1 408 005	1 266 182
Advertisement sales	12	155 599	114 044
		1 563 604	1 380 226
Cost of sales			
Opening stock		(180 030)	(102 363)
Purchases		(653 152)	(783 831)
Cost of manufactured goods		(484 945)	(382 116)
Closing stock		198 112	180 030
	13	(1 120 015)	(1 088 280)
Gross surplus		443 589	291 946
Other income			
Settlement discount	16	3 699	2 344
Other recoverables	16	36	(4)
Interest received	15	4 493	454
		8 228	2 794
Operating expenses			
Administration and management fees	18	(55 386)	(39 050)
Auditors remuneration	21	(14 012)	(7 795)
Allowance for impairment: debtors	22	(22 270)	33 866
Bad debts written off	14	-	(226)
Depreciation	19	(25 619)	(21 474)
Amortisation	19	(1 609)	(1 555)
Impairment	20	(420)	(126)
Employee costs	17	(148 612)	(166 045)
Other general expenses	23	(110 206)	(83 209)
Loss on write off of assets		(342)	-
Loss on exchange differences		(1 065)	(2 115)
		(379 541)	(287 729)
Operating surplus	26	72 276	7 011
Surrender of surpluses		-	(695 077)
(Deficit)/Surplus for the year		72 276	(688 066)

Statement of Changes in Net Assets

Figures in Rand thousand	Capital Fund	Accumulated surplus (deficit)	Total net assets
Opening balance as previously reported	2 539 926	1 418 465	3 958 391
Adjustments			
Correction of errors note 31	-	(89 988)	(89 988)
Change in accounting policy note 31	-	140 783	140 783
Balance at 01 April 2021 as restated*	2 539 926	1 469 260	4 009 186
Changes in net assets Surplus for the year	-	(688 066)	(688 066)
Total changes	-	(688 066)	(688 066)
Opening balance as previously reported	2 539 926	781 196	3 321 122
Adjustments			
Transfer from capital fund 10	-	1 194 977	1 194 977
* Balance at 01 April 2023 as restated*	2 539 926	1 976 173	4 516 099
Changes in net assets Surplus for the year	-	72 276	72 276
Transfer to accumulated surplus	(1 194 977)	-	(1 194 977)
Total changes	(1 194 977)	72 276	(1 122 701)
Balance at 31 March 2024	1 344 949	2 048 449	3 393 398

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Cash Flow Statement

Figures in Rand thousand	Note(s)	2024	2023 Restated*
Cash flows from operating activities			
Receipts			
Sale of goods and services		1 720 969	1 166 368
Interest income		4 493	454
		1 725 462	1 166 822
Payments			
Suppliers		(2 679 577)	(1 063 756)
Net cash flows from operating activities	24	(954 115)	103 066
Cash flows from investing activities			
Purchase of property, plant and equipment	3	(13 650)	(15 489)
Assets expensed	3	-	(867)
Intangible assets under appraisal	4	341	-
Net cash flows from investing activities		(13 309)	(16 356)
Net increase/(decrease) in cash and cash equivalents		(967 424)	86 710
Cash and cash equivalents at the beginning of the year		2 485 343	2 398 633
Cash and cash equivalents at the end of the year	9	1 517 919	2 485 343

Statement of Comparison of Budget and Actual Amounts

Budget on Accrual Basis	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
Figures in Rand thousand						
Statement of Financial Performance						
Revenue						
Revenue from exchange transactions						
Sale of goods	1 492 468	-	1 492 468	1 408 005	(84 463)	1
Advertisement sales	159 365	-	159 365	155 599	(3 766)	1
Settlement discount	2 040	-	2 040	3 699	1 659	2
Other recoverables	-	-	-	36	36	3
Interest received	300	-	300	4 493	4 193	2
Total revenue from exchange transactions	1 654 173	-	1 654 173	1 571 832	(82 341)	
Expenditure						
Personnel	(204 758)	-	(204 758)	(363 998)	(159 240)	5
Administration	(111 625)	-	(111 625)	(55 386)	56 239	5
Depreciation and amortisation	(16 645)	-	(16 645)	(91 921)	(75 276)	6
Impairment loss/ Reversal of impairments	-	-	-	(12 101)	(12 101)	7
Debt Impairment	-	-	-	(22 270)	(22 270)	8
Cost of sales	(973 592)	-	(973 592)	(635 070)	338 522	4
General Expenses	(172 170)	-	(172 170)	(317 403)	(145 233)	5
Total expenditure	(1 478 790)	-	(1 478 790)	(1 498 149)	(19 359)	
Operating deficit	175 383	-	175 383	73 683	(101 700)	
Loss on disposal of assets and liabilities	-	-	-	(342)	(342)	10
Loss on foreign exchange	(10 200)	-	(10 200)	(1 065)	9 135	9
	(10 200)	-	(10 200)	(1 407)	8 793	
Operational surplus / (deficit)	165 183	-	165 183	72 276	(92 907)	
Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement	165 183	-	165 183	72 276	(92 907)	
Budget for capital expenditure						
Capital expenditure	Approved budget	Adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
Capital expenditure	668 367	-	668 367	31 618	636 749	11

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STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS

Comments on comparison of actual expenditure to budgeted expenditure:

1. SALE OF GOODS

Budget to Actual: Sales of goods and advertising sales budgets were not achieved with the discounted prices on passports and smart ID cards contributing to the shortfall in revenue..

2. INTEREST RECEIVED

Budget to Actual: Interest received are calculated based on the prevailing interest rate. Actual amounts include interest charged on outstanding debtor balances, was not included in the budget.

3. OTHER RECOVERABLES

Budget to Actual: Other recoverables represents amounts collected from employees that should be paid to the Revenue Fund. This income was not included in the annual budget as it is incidental in nature.

4. COST OF SALES

Budget to Actual: Cost of sales were less than the budgeted amount due to the effect of the cost containment measures on the procurement of staff (leading to a reduced amount of employee costs). The result of the procurement plan not being achieved during the year, led to a reduced amount spent on plant and machinery due to less depreciation written off and less expenses incurred in maintaining equipment. GPW also absorbed price increases from suppliers due to contracted amounts that could not be exceeded.

5. ADMINISTRATIVE, GENERAL AND PERSONNEL EXPENSES

Budget to Actual: Administrative expenses were less than budgeted due to the telephone cost, staff development and marketing expenses being under utilised. Personnel expenses exceeded due to the additional recruitment recommendations of the Ministerial review committee being implemented and some post being filled earlier than anticipated. General expenses increased due to the increased use of professional consultants by various support divisions.

6. DEPRECIATION, AMORTISATION AND IMPAIRMENT

Budget to Actual: With the implementation of the changes made to assets based on the full asset review performed during the past two years, depreciation and impairment costs were higher than anticipated.

7. IMPAIRMENT LOSS / REVERSAL OF IMPAIRMENT LOSS

Budget to Actual: Due to the conditional assessment of assets as part of the review process of the full asset register, some assets were impaired based on their determined value. This amount was not included in the annual budget.

8. ALLOWANCE FOR IMPAIRMENT OF DEBTORS

Budget to Actual: An allowance for the impairment of debtors was accounted for in the statement of financial performance due to the change in accounting policy for the impairment of debtors. This amount was not included in the annual budget..

9. PROFIT/LOSS ON FOREIGN EXCHANGE

Budget to Actual: Foreign exchange expenses were less than anticipated due to the procurement plan not being utilised fully during the year under review

10. LOSS ON THE WRITE OFF OF FIXED ASSETS

Budget to actual: Due to the review of the fixed asset register, some asset values were amended and reduced in line with the updated determination of the carrying value of assets. This led to a write off in the asset value. The amount was not included in the annual budget.

11. CAPITAL EXPENDITURE

Budget to Actual: Total capital expenditure were much lower than budgeted for due to the procurement plan not being fulfilled for the year under review.

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ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

SIGNIFICANT ACCOUNTING POLICIES

1. Presentation of Annual Financial Statements

The annual financial statements have been prepared in accordance with the Standards of Generally Recognised Accounting Practice (GRAP), issued by the Accounting Standards Board in accordance with Section 91(1) of the Public Finance Management Act (Act 1 of 1999).

These annual financial statements have been prepared on an accrual basis of accounting and are in accordance with historical cost convention as the basis of measurement, unless specified otherwise.

A summary of the significant accounting policies, which have been consistently applied in the preparation of these annual financial statements, are disclosed below.

The significant accounting policies applied in the preparation of these annual financial statements are set out below.

1.1 Presentation currency

These annual financial statements are presented in South African Rand, which is the functional currency of the entity. All amounts are listed in Rand thousand.

1.2 Going concern assumption

These annual financial statements have been prepared based on the expectation that the entity will continue to operate as a going concern for at least the foreseeable future.

1.3 Materiality

Omissions or misstatements of items are material if they could, individually or collectively, influence the decisions or assessments of users made on the basis of the financial statements. Materiality depends on the nature or size of the omission or misstatement judged in the surrounding circumstances. The nature or size of the information item, or a combination of both, could be the determining factor.

Assessing whether an omission or misstatement could influence decisions of users, and so be material, requires consideration of the characteristics of those users. The Framework for the Preparation and Presentation of Financial Statements states that users are assumed to have a reasonable knowledge of government, its activities, accounting and a willingness to study the information with reasonable diligence. Therefore, the assessment takes into account how users with such attributes could reasonably be expected to be influenced in making and evaluating decisions.

When GPW assesses materiality, we consider both the quantitative and qualitative factors of events and transactions. GPW calculates a quantitative amount which is used to determine whether transactions are material and should therefore be disclosed separately and require a narrative in the relative disclosure notes. Some of the qualitative factors we consider are as follows:

New ventures that GPW has entered into;

- Unusual transactions entered into that are not of a repetitive nature and are disclosable purely due to the nature or knowledge thereof affecting the decision making of the user of the financial statements;
- Transactions entered into that could result in reputational risk for GPW;
- Any fraudulent transactions or dishonest behaviour of an officer or staff member of GPW;
- Any required disclosure as stipulated by legislation or regulations.

The entity does not retrospectively adjust the accounting of past items (or group of items) that were previously assessed as immaterial, unless an error occurred.

1.4 Significant judgements and sources of estimation uncertainty

In preparing the annual financial statements, management is required to make estimates and assumptions that affect the amounts represented in the annual financial statements and related disclosures. Use of available information and the application of judgement is inherent in the formation of estimates. Actual results in the future could differ from these estimates which may be material to the annual financial statements.

Other significant judgements, sources of estimation uncertainty and/or relating information, have been disclosed in the relating notes.

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ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

SIGNIFICANT ACCOUNTING POLICIES

1.4 Significant judgements and sources of estimation uncertainty (continued)

Allowance for slow moving, damaged and obsolete stock

An allowance for stock to write stock down to the lower of cost or net realisable value. Management have made estimates of the selling price and direct cost to sell on certain inventory items. The write down is included in note 13 – Cost of sales.

Impairment testing

The recoverable amounts of cash-generating units and individual assets have been determined based on the higher of value-in-use calculations and fair values less costs to sell. These calculations require the use of estimates and assumptions. Non-cash generating assets are individually assessed for impairment.

The entity reviews and tests the carrying value of assets when events or changes in circumstances suggest that the carrying amount may not be recoverable. Assets are grouped at the lowest level for which identifiable cash flows are largely independent of cash flows of other assets and liabilities. If there are indications that impairment may have occurred, estimates are prepared of expected future cash flows for each group of assets. Expected future cash flows used to determine the value in use of tangible and intangible assets are inherently uncertain and could materially change over time.

Provisions

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions are included in note 11 – Provisions.

Allowance for impairment

On debtors an impairment loss is recognised in surplus and deficit when there is objective evidence that it is impaired. Management annually makes certain assumptions regarding the categorisation of debtors into groups with similar risk profiles based on their average payment patterns over the financial year. The debtors are categorised between high risk, medium risk and low risk debtors. Each credit risk category has its own default rate.

Debtors over 30 days are assessed for impairment, as they indicate significant financial difficulty, probability of bankruptcy, default, or delinquency in payments greater than 30 days are all indicators of possible impairment. The carrying amount of the asset is reduced through the use of an allowance account, the amount of loss is recognised in the surplus / deficit.

1.5 Capital fund

The capital fund has been set aside for future capital expenditure to maintain the operations of the entity. The annual amount that may be transferred to the capital fund is agreed with National Treasury. Amounts in the capital fund are part of the accumulated surpluses of the entity that may be surrendered and transferred to National Treasury. Amounts are transferred from the capital fund when surplus amounts are surrendered and paid to National Treasury. Additional disclosures relating to the capital fund are included in note 10.

1.6 Property, plant and equipment

Property, plant and equipment are tangible non-current assets that are held for use in the production or supply of goods or services, rental to others, or for administrative purposes, and are expected to be used during more than one period.

The cost of an item of property, plant and equipment is recognised as an asset when:

- it is probable that future economic benefits or service potential associated with the item will flow to the entity; and
- the cost of the item can be measured reliably. Property, plant and equipment is initially measured at cost.

The cost of an item of property, plant and equipment is the purchase price and other costs attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by management. Trade discounts and rebates are deducted in arriving at the cost.

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1.6 Property, plant and equipment (continued)

Where an asset is acquired through a non-exchange transaction, its cost is its fair value as at date of acquisition.

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets, the asset acquired is initially measured at fair value (the cost). If the acquired item's fair value was not determinable, it's deemed cost is the carrying amount of the asset(s) given up

When significant components of an item of property, plant and equipment have different useful lives, they are accounted for as separate items (major components) of property, plant and equipment.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located is also included in the cost of property, plant and equipment, where the entity is obligated to incur such expenditure, and where the obligation arises as a result of acquiring the asset or using it for purposes other than the production of inventories.

Recognition of costs in the carrying amount of an item of property, plant and equipment ceases when the item is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Items such as spare parts, standby equipment and servicing equipment are recognised when they meet the definition of property, plant and equipment.

Major inspection costs which are a condition of continuing use of an item of property, plant and equipment and which meet the recognition criteria above are included as a replacement in the cost of the item of property, plant and equipment. Any remaining inspection costs from the previous inspection are derecognised.

Property, plant and equipment is carried at cost less accumulated depreciation and any impairment losses, except for land and buildings, which is carried at revalued amount being the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Revaluations are made with sufficient regularity such that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Any increase in an asset's carrying amount, as a result of a revaluation, is credited directly to a revaluation surplus. The increase is recognised in surplus or deficit to the extent that it reverses a revaluation decrease of the same asset previously recognised in surplus or deficit.

Any decrease in an asset's carrying amount, as a result of a revaluation, is recognised in surplus or deficit in the current period. The decrease is debited directly to a revaluation surplus to the extent of any credit balance existing in the revaluation surplus in respect of that asset.

The revaluation surplus in equity related to a specific item of property, plant and equipment is transferred directly to retained earnings when the asset is derecognised.

The revaluation surplus in equity related to a specific item of property, plant and equipment is transferred directly to retained earnings as the asset is used. The amount transferred is equal to the difference between depreciation based on the revalued carrying amount and depreciation based on the original cost of the asset.

Property, plant and equipment are depreciated over their expected useful lives to their estimated residual value. The useful lives of items of property, plant and equipment have been assessed as follows:

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SIGNIFICANT ACCOUNTING POLICIES

1.6 Property, plant and equipment (continued)

Item	Depreciation method	Average useful life
Land	Straight-line	Indefinitely
Buildings	Straight-line	60 years
Plant and machinery	Straight-line	15 to 60 years
Furniture and fixtures	Straight-line	10 to 50 years
IT equipment	Straight-line	15 to 30 years
Leasehold improvements	Straight-line	20 to 60 years
Right-of-use asset: property	Straight-line	20 to 60 years

The depreciable amount of an asset is allocated on a systematic basis over its useful life.

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately.

The depreciation method used reflects the pattern in which the asset's future economic benefits or service potential are expected to be consumed by the entity. The depreciation method applied to an asset is reviewed at least at each reporting date and, if there has been a significant change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset, the method is changed to reflect the changed pattern. Such a change is accounted for as a change in an accounting estimate.

The entity assesses at each reporting date whether there is any indication that the entity expectations about the residual value and the useful life of an asset have changed since the preceding reporting date. If any such indication exists, the entity revises the expected useful life and/or residual value accordingly. The change is accounted for as a change in an accounting estimate.

The depreciation charge for each period is recognised in surplus or deficit unless it is included in the carrying amount of another asset.

Items of property, plant and equipment are derecognised when the asset is disposed of or when there are no further economic benefits or service potential expected from the use of the asset.

The gain or loss arising from the derecognition of an item of property, plant and equipment is included in surplus or deficit when the item is derecognised. The gain or loss arising from the derecognition of an item of property, plant and equipment is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item.

Right-of-use asset.

GPW occupies property owned by the Department of Public Works (DPW) and utilises the space at no cost. This right-of-use of the property was recognised the statement of financial position (under buildings) and the accompanying revenue was recognised in the statement of financial performance in terms of GRAP 23. The right-of-use asset is depreciated over the useful life as determined by the asset policy of DPW.

Auxillary assets under appraisal

Auxillary assets are tangible non-current assets recognised based on verification which was done during the reconstruction of the fixed asset register. Management uses their judgement based on methodology to recognise and measure these assets.

Auxillary assets under appraisal was initially measured at cost. Auxillary assets under appraisal is carried at cost less accumulated depreciation and less any impairment losses.

These assets are included in their own register and is maintained separately from property, plant and equipment.

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SIGNIFICANT ACCOUNTING POLICIES

1.7 Intangible assets

An intangible asset is identifiable if it either:

- is separable, i.e. is capable of being separated or divided from an entity and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, identifiable assets or liability, regardless of whether the entity intends to do so; or
- arises from binding arrangements (including rights from contracts), regardless of whether those rights are transferable or separable from the entity or from other rights and obligations.

A binding arrangement describes an arrangement that confers similar rights and obligations on the parties to it as if it were in the form of a contract.

An intangible asset is recognised when:

- it is probable that the expected future economic benefits or service potential that are attributable to the asset will flow to the entity; and
- the cost or fair value of the asset can be measured reliably.

The entity assesses the probability of expected future economic benefits or service potential using reasonable and supportable assumptions that represent management's best estimate of the set of economic conditions that will exist over the useful life of the asset

Where an intangible asset is acquired through a non-exchange transaction, its initial cost at the date of acquisition is measured at its fair value as at that date.

Expenditure on research (or on the research phase of an internal project) is recognised as an expense when it is incurred. An intangible asset arising from development (or from the development phase of an internal project) is recognised when:

- it is technically feasible to complete the asset so that it will be available for use or sale.
- there is an intention to complete and use or sell it.
- there is an ability to use or sell it.
- it will generate probable future economic benefits or service potential.
- there are available technical, financial and other resources to complete the development and to use or sell the asset.
- the expenditure attributable to the asset during its development can be measured reliably. Intangible assets are carried at cost less any accumulated amortisation and any impairment losses.

An intangible asset is regarded as having an indefinite useful life when, based on all relevant factors, there is no foreseeable limit to the period over which the asset is expected to generate net cash inflows or service potential. Amortisation is not provided for these intangible assets, but they are tested for impairment annually and whenever there is an indication that the asset may be impaired. For all other intangible assets amortisation is provided on a straight-line basis over their useful life.

The amortisation period and the amortisation method for intangible assets are reviewed at each reporting date.

Reassessing the useful life of an intangible asset with a finite useful life after it was classified as indefinite is an indicator that the asset may be impaired. As a result the asset is tested for impairment and the remaining carrying amount is amortised over its useful life.

Amortisation is provided to write down the intangible assets, on a straight-line basis, to their residual values as follows:

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SIGNIFICANT ACCOUNTING POLICIES

1.7 Intangible assets (continued)

Item	Depreciation method	Average useful life
Computer software, internally generated	Straight-line	10 to 15 years

The entity discloses relevant information relating to assets under construction or development, in the notes to the financial statements (see note 4).

The gain or loss arising from the derecognition of intangible assets is included in surplus or deficit when the asset is derecognised.

Intangible auxillary assets under appraisal

Intangible auxillary assets under appraisal are intangible assets recognised on the results of the full asset verification which was done during the reconstruction of the intangible asset register. Management used their judgement based on the methodology to recognise and measure these assets.

Intangible auxillary assets under appraisal was initially measured at cost. Intangible auxillary assets under appraisal are carried at cost less accumulated depreciation and less any impairment losses.

These assets are included in their own asset register and is maintained separately from intangible assets.

1.8 Financial instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or a residual interest of another entity.

The amortised cost of a financial asset or financial liability is the amount at which the financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortisation using the effective interest method of any difference between that initial amount and the maturity amount, and minus any reduction (directly or through the use of an allowance account) for impairment or uncollectability.

Derecognition is the removal of a previously recognised financial asset or financial liability from an entity's statement of financial position.

The effective interest method is a method of calculating the amortised cost of a financial asset or a financial liability (or group of financial assets or financial liabilities) and of allocating the interest income or interest expense over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial asset or financial liability. When calculating the effective interest rate, an entity shall estimate cash flows considering all contractual terms of the financial instrument (for example, prepayment, call and similar options) but shall not consider future credit losses. The calculation includes all fees and points paid or received between parties to the contract that are an integral part of the effective interest rate (see the Standard of GRAP on Revenue from Exchange Transactions), transaction costs, and all other premiums or discounts. There is a presumption that the cash flows and the expected life of a group of similar financial instruments can be estimated reliably. However, in those rare cases when it is not possible to reliably estimate the cash flows or the expected life of a financial instrument (or group of financial instruments), the entity shall use the contractual cash flows over the full contractual term of the financial instrument (or group of financial instruments).

A financial asset is:

- cash;
- a residual interest of another entity; or
- a contractual right to:
 - receive cash or another financial asset from another entity; or
 - exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the entity.

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SIGNIFICANT ACCOUNTING POLICIES

1.8 Financial instruments(continued)

GPW has the following financial assets: Trade and other receivables and Cash and cash equivalents. A financial liability is any liability that is a contractual obligation to:

- deliver cash or another financial asset to another entity; or
- exchange financial assets or financial liabilities under conditions that are potentially unfavourable to the entity.

GPW has the following financial liabilities: Trade and other payables.

A financial asset is past due when a counterpart has failed to make a payment when contractually due.

Transaction costs are incremental costs that are directly attributable to the acquisition, issue or disposal of a financial asset or financial liability. An incremental cost is one that would not have been incurred if the entity had not acquired, issued or disposed of the financial instrument.

Financial instruments at amortised cost are non-derivative financial assets or non-derivative financial liabilities that have fixed or determinable payments, excluding those instruments that:

- the entity designates at fair value at initial recognition; or
- are held for trading.

1.9 Leases

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership.

When a lease includes both land and buildings elements, the entity assesses the classification of each element separately.

Operating leases - lessee

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. The difference between the amounts recognised as an expense and the contractual payments are recognised as an operating lease asset or liability.

1.10 Inventories

Inventories are initially measured at cost except where inventories are acquired through a non-exchange transaction, then their costs are their fair value as at the date of acquisition.

Subsequently inventories are measured at the lower of cost and net realisable value.

The cost of inventories comprises of all costs of purchase, costs of conversion and other costs incurred in bringing the inventories to their present location and condition.

When inventories are sold, the carrying amounts of those inventories are recognised as an expense in the period in which the related revenue is recognised. If there is no related revenue, the expenses are recognised when the goods are distributed, or related services are rendered. The amount of any write-down of inventories to net realisable value or current replacement cost and all losses of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value or current replacement cost, are recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

1.11 Cash and cash equivalents

Cash comprises cash on hand and deposits held and owned by the Paymaster General (National Treasury).

Cash equivalents are held for the purpose of meeting short-term cash commitments rather than for investment or other purposes.

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SIGNIFICANT ACCOUNTING POLICIES

1.12 Employee benefits

Recognition and measurement

All short-term employee benefits

Short-term employee benefits are employee benefits (other than termination benefits) that are due to be settled within twelve months after the end of the period in which the employees render the related service.

Short-term employee benefits include items such as:

- wages and salaries;
- short-term compensated absences such as paid annual leave and paid sick leave where the provision is recognised for its liability;
- service bonus and performance bonus related payments payable within twelve months after the end of the reporting period in which employees render the related service; and
- non-monetary benefits (for example free or subsidised goods or services such as housing, cars and cellphones) for current employees.

When an employee has rendered service to the entity during a reporting period, the entity recognises the undiscounted amount of short-term employee benefits expected to be paid in exchange for that service as either a liability (accrued expense), after deducting any amount already paid, or as an expense, unless another standard requires or permits the inclusion of benefits in the cost of the asset.

Short-term paid absences

The entity recognises the expected cost of short-term employee benefits in the form of paid absences as follows:

- (a) in the case of accumulating paid absences, when the employees render service that increases their entitlement to future paid absences; and
- (b) in the case of non-accumulating paid absences, when the absences occur.

The entity measures the expected cost of accumulating paid absences as the additional amount that the entity expects to pay as a result of the unused entitlement that has accumulated at the end of the reporting period.

Bonus, incentive and performance related payments

The entity recognises the expected cost of bonus, incentive and performance related payments when, and only when:

- (a) the entity has a present legal or constructive obligation to make such payments as a result of past events; and
- (b) a reliable estimate of the obligation can be made. A present obligation exists when, and only when, the entity has no realistic alternative but to make the payments.

Other benefits

Medical benefits

GPW provides medical benefits for its employees in accordance with Public Service condition of benefits. These benefits are funded by employer and employee contributions. Employer contributions to the fund are expensed as money is paid to the fund. No provision is therefore made for medical benefits in the financial statements of GPW.

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SIGNIFICANT ACCOUNTING POLICIES

1.12 Employee benefits (continued)

Pension funds

GPW contributes to the Government Employees Pension fund in respect of member's contributions to the fund, as prescribed by law and is therefore recognised as an expense in the accounting period. No provision is made for pension retirement benefits in the financial statements of GPW as the pension scheme is administered by National Treasury (NT). Once the employees leave the auspices of GPW, he/she becomes a pension member under the auspices of NT and has no relationship with GPW.

Termination benefits

Measurement

Termination benefits are recognised and expensed only when payment is made and the actual costs are reflected. These benefits are pro rata leave and pro rata service bonus when the employee resigns or when the employee retires.

1.13 Provisions and contingencies

Provisions are recognised when:

- the entity has a present obligation as a result of a past event;
- it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
- a reliable estimate can be made of the obligation.

The amount of a provision is the best estimate of the expenditure expected to be required to settle the present obligation at the reporting date.

Where the effect of time value of money is material, the amount of a provision is the present value of the expenditures expected to be required to settle the obligation.

The discount rate is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

Where some or all of the expenditure required to settle a provision is expected to be reimbursed by another party, the reimbursement is recognised when, and only when, it is virtually certain that reimbursement will be received if the entity settles the obligation. The reimbursement is treated as a separate asset. The amount recognised for the reimbursement does not exceed the amount of the provision.

Provisions are reviewed at each reporting date and adjusted to reflect the current best estimate. Provisions are reversed if it is no longer probable that an outflow of resources embodying economic benefits or service potential will be required, to settle the obligation.

Where discounting is used, the carrying amount of a provision increases in each period to reflect the passage of time. This increase is recognised as an interest expense.

A provision is used only for expenditures for which the provision was originally recognised. Provisions are not recognised for future operating surplus.

If an entity has a contract that is onerous, the present obligation (net of recoveries) under the contract is recognised and measured as a provision.

Contingent assets and contingent liabilities are not recognised. Contingencies are disclosed in note 32. A contingent liability 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 entity; or

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1.13 Provisions and contingencies (continued)

- 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.

1.14 Commitments

Capital commitments arise when GPW has entered into a contract on or before the end of the financial year to incur expenditure over subsequent accounting periods relating to the acquisition of property, plant and equipment.

Commitments for which disclosure is necessary to achieve a fair presentation should be disclosed in a note to the financial statements, if the following criteria is met:

- Contracts should be non-cancelable or only cancelable at significant cost.

1.15 Revenue from exchange transactions

Revenue from exchange contracts refers to revenue that accrues to the entity directly in return for services rendered or goods sold, the value of which approximates the consideration received or receivable, excluding indirect taxes, rebates and discounts.

Revenue comprises of sales to customers and services rendered to customers and clients. Revenue is stated at the invoice amount and is exclusive of value-added taxation.

Recognition

Revenue from the sale of goods shall be recognised when all the following conditions have been satisfied:

- the entity has transferred to the purchaser the significant risks and rewards of ownership of the goods;
- the entity retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably;
- it is probable that the economic benefits or service potential associated with the transaction will flow to the entity; and
- the cost incurred or to be incurred in respect of the transaction can be measured reliably.

Measurement

Revenue from exchange transactions are measured at the fair value of the consideration received or receivable, net of trade discounts and rebates.

Revenue sources

The entity's revenue consist of the sale of security printing, standard documents, rubber stamps, other publications, advertisements and government gazettes. Revenue from the sale of goods is recognised when the entity has delivered the goods to the customer and the customer has accepted the goods together with the risks and rewards of ownership of the goods and measured using the tariffs approved by the entity.

1.16 Cost of sales

When inventories are sold, the carrying amount of those inventories is recognised as an expense in the period in which the related revenue is recognised. The amount of any write-down of inventories to net realisable value and all surplus of inventories are recognised as an expense in the period the write-down or loss occurs. The amount of any reversal of any write-down of inventories, arising from an increase in net realisable value, is recognised as a reduction in the amount of inventories recognised as an expense in the period in which the reversal occurs.

The related cost of providing services recognised as revenue in the current period is included in cost of sales.

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SIGNIFICANT ACCOUNTING POLICIES

1.17 Interest income

Interest income is recognised as other income as it accrues using the effective interest method.

1.18 Accounting by principals and agents

Identification

An agent is an entity that has been directed by another entity (a principal), through a binding arrangement, to undertake transactions with third parties on behalf of the principal and for the benefit of the principal.

A principal is an entity that directs another entity (an agent), through a binding arrangement, to undertake transactions with third parties on its behalf and for its own benefit.

A principal-agent arrangement results from a binding arrangement in which one entity (an agent), undertakes transactions with third parties on behalf, and for the benefit of, another entity (the principal).

Identifying whether an entity is a principal or an agent

When the entity is party to a principal-agent arrangement, it assesses whether it is the principal or the agent in accounting for revenue, expenses, assets and/or liabilities that result from transactions with third parties undertaken in terms of the arrangement.

The assessment of whether an entity is a principal or an agent requires the entity to assess whether the transactions it undertakes with third parties are for the benefit of another entity or for its own benefit.

Recognition

The entity, as a principal, recognises revenue and expenses that arise from transactions with third parties in a principal-agent arrangement in accordance with the requirements of the relevant Standards of GRAP.

The entity recognises assets and liabilities arising from principal-agent arrangements in accordance with the requirements of the relevant Standards of GRAP.

GPW is party to a principal-agent arrangement with the Development Bank of South Africa (DBSA). In terms of the arrangement, the GPW is the principal and DBSA is the implementing agent responsible for the implementation of the refurbishment of the new headquarter building. All related revenues, expenditures, assets and liabilities have been recognised and recorded in terms of the relevant policies listed herein. Additional disclosures have been provided in the notes to the annual financial statements where appropriate.

1.19 Translation of foreign currencies

Foreign currency transactions

A foreign currency transaction is recorded, on initial recognition in Rands, by applying to the foreign currency amount the spot exchange rate between the functional currency and the foreign currency at the date of the transaction.

At each reporting date:

- foreign currency monetary items are translated using the closing rate;
- non-monetary items that are measured in terms of historical cost in a foreign currency are translated using the exchange rate at the date of the transaction; and
- non-monetary items that are measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value was determined.

Exchange differences arising on the settlement of monetary items or on translating monetary items at rates different from those at which they were translated on initial recognition during the period or in previous annual financial statements are recognised in surplus or deficit in the period in which they arise.

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SIGNIFICANT ACCOUNTING POLICIES

1.19 Translation of foreign currencies (continued)

When a gain or loss on a non-monetary item is recognised directly in net assets, any exchange component of that gain or loss is recognised directly in net assets. When a gain or loss on a non-monetary item is recognised in surplus or deficit, any exchange component of that gain or loss is recognised in surplus or deficit.

Cash flows arising from transactions in a foreign currency are recorded in Rands by applying to the foreign currency amount the exchange rate between the Rand and the foreign currency at the date of the cash flow.

1.20 Comparative figures

Items have been classified on a consistent basis to prior years. Where necessary, comparative figures have been reclassified to conform to changes in presentation in the current year.

1.21 Unauthorised expenditure

Unauthorised expenditure means:

- overspending of a vote or a main division within a vote; and
- expenditure not in accordance with the purpose of a vote or, in the case of a main division, not in accordance with the purpose of the main division.

Unauthorised expenditure is accounted for in line with all relating requirements, including, but not limited to, ruling Legislation, Regulations, Frameworks, Circulars, Instruction Notes, Practice Notes, Guidelines etc (as applicable).

1.22 Fruitless and wasteful expenditure

Fruitless expenditure means expenditure which was made in vain and would have been avoided had reasonable care been exercised.

Fruitless and wasteful expenditure is accounted for in line with all relating requirements, including, but not limited to, ruling Legislation, Regulations, Frameworks, Circulars, Instruction Notes, Practice Notes, Guidelines etc. (as applicable)..

1.23 Irregular expenditure

Irregular expenditure as defined in section 1 of the PFMA is expenditure other than unauthorised expenditure incurred in contravention of, or that is not in accordance with a requirement of any applicable legislation, including this act, or the State Tender Board Act, 1968 (Act no. 86 of 1968) or any regulation made in terms of the Act, or any provincial legislation providing for procurement procedures in that provincial government. Irregular expenditure that was incurred and identified during the current financial year and which was condoned before year-end and/or before finalisation of the financial statements must also be recorded in the irregular expenditure register. Irregular expenditure that was incurred and identified during the current financial year and for which condonement is being awaited at year-end must be recorded in the irregular expenditure register. Where irregular expenditure was incurred in the previous financial year and is only condoned in the current financial year, the register and disclosure note in the financial statements must be updated with the amount condoned.

1.24 Budget information

The entity provides information on whether resources were obtained and used in accordance with the adopted budget.

The approved budget is prepared on a accrual basis and presented by economic classification linked to performance outcome objectives.

The approved budget covers the fiscal period from 2023/04/01 to 2024/03/31.

The annual financial statements and the budget are on the same basis of accounting therefore a comparison with the budgeted amounts for the reporting period have been included in the Statement of comparison of budget and actual amounts.

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SIGNIFICANT ACCOUNTING POLICIES

1.25 Related parties

A related party is a person or an entity with the ability to control or jointly control the other party, or exercise significant influence over the other party, or vice versa, or an entity that is subject to common control, or joint control. GPW is a government component and falls under the auspices of the Department of Home Affairs, together with Independent Electoral Commission.

Control is the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities.

Related party transaction is a transfer of resources, services or obligations between the reporting entity and a related party, regardless of whether a price is charged.

Significant influence is the power to participate in the financial and operating policy decisions of an entity, but is not control over those policies.

Management are those persons responsible for planning, directing and controlling the activities of the entity, including those charged with the governance of the entity in accordance with legislation, in instances where they are required to perform such functions.

Close members of the family of a person are those family members who may be expected to influence, or be influenced by that person in their dealings with the entity.

The entity is exempt from disclosure requirements in relation to related party transactions if that transaction occurs within normal supplier and/or client/recipient relationships on terms and conditions no more or less favourable than those which it is reasonable to expect the entity to have adopted if dealing with that individual entity or person in the same circumstances and terms and conditions are within the normal operating parameters established by that reporting entity's legal mandate.

Where the entity is exempt from the disclosures in accordance with the above, the entity discloses narrative information about the nature of the transactions and the related outstanding balances, to enable users of the entity's financial statements to understand the effect of related party transactions on its annual financial statements.

1.26 Events after reporting date

Events after reporting date are those events, both favourable and unfavourable, that occur between the reporting date and the date when the financial statements are authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the reporting date (adjusting events after the reporting date); and
- those that are indicative of conditions that arose after the reporting date (non-adjusting events after the reporting date).

The entity will adjust the amount recognised in the financial statements to reflect adjusting events after the reporting date once the event occurred.

The entity will disclose the nature of the event and an estimate of its financial effect or a statement that such estimate cannot be made in respect of all material non-adjusting events, where non-disclosure could influence the economic decisions of users taken on the basis of the financial statements.

1.27 Trade and other receivables

The entity assesses its trade receivables for impairment at the end of each reporting period. In determining whether an impairment loss should be recorded in the statement of financial performance, the entity makes judgements as to whether there is observable data indicating a measurable decrease in the estimated future cash flows from a financial asset.

Classification

Trade and other receivables are classified as financial assets. Trade receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method less an allowance for impairment of bad debts. Trade receivables are generally due for settlement within 30 days.

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SIGNIFICANT ACCOUNTING POLICIES

1.27 Trade and other receivables (continued)

Allowance for impairment

On trade receivables an impairment loss is recognised in surplus and deficit when there is objective evidence that it is impaired. The impairment is measured as a difference between the debtor's carrying amount and the present value of estimated future cash flows discounted at the effected interest rate computed at initial recognition. Management make certain assumptions regarding the categorisation of debtors into groups with similar risk profiles based on their average payment patterns. The debtors are categorised between high risk, medium and low risk debtors. Low risk debtors are debtors with an average payment rate of between 90% to 100%. Medium risk debtors are debtors with an average payment rate of between 31% to 89%. High risk debtors are debtors with an average payment rate lower than 30%. Each risk category has their own default rate. This changes on an annual basis based on their payment patterns. Debtors over 30 days are assessed for impairment, as they indicate significant financial difficulty, probability of bankruptcy, default, or delinquency in payments greater than 30 days are all indicators of possible impairment. The carrying amount of the asset is reduced through the use of an allowance account, the amount of the loss is recognised in surplus and deficit.

Debtors under investigation

As part of the debtors' investigations into the impact of the system crash on the financial data, debtors under investigation was identified based on management's assumptions and available data. These debtors are separately disclosed under trade and other receivables. Management makes assumptions for allowance for debtors under investigation and the amount is categorised as high-risk debtors based on management assumptions and have it's own default rate.

1.28 Prior Period error

An entity shall correct material prior period errors retrospectively in the first set of financial statements authorised for issue after their discovery by:

- restating the comparative amounts for the prior period(s) presented in which the error occurred; or
- if the error occurred before the earliest prior period presented, restating the opening balances of assets, liabilities and net assets for the earliest prior period.

Change in estimate

A change in accounting estimate, shall be recognised prospectively by including it in surplus or deficit in:

- the period of the change, if the change affects that period only; or
- the period of the change and future periods, if the change affects both.

1.29 Value Added Tax

GPW is a category C VAT vendor, registered on the invoice basis, as per the requirements of section 27(1) of the Value Added Tax Act, Act no. 89 of 1991 (as amended).

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2. New standards and interpretations

2.1 Standards and interpretations issued, but not yet effective

The entity has not applied the following standards and interpretations, which have been published and are mandatory for the entity's accounting periods beginning on or after 01 April 2024 or later periods:

Standard/ Interpretation:	Effective date: Years beginning on or after	Expected impact:
• iGRAP 22 Foreign Currency Transactions and Advance Consideration	01 April 2025	Impact is currently being assessed
• GRAP 104 (as revised): Financial Instruments	01 April 2023	Impact is currently being assessed

3. Property, plant and equipment

	2024			2023 Restated*		
	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Land	8 001	-	8 001	8 001	-	8 001
Buildings	164 951	(10 061)	154 890	164 668	(5 031)	159 637
Plant and machinery	1 311 839	(529 828)	782 011	1 355 660	(484 597)	871 063
Furniture and fixtures	29 555	(8 500)	21 055	29 940	(7 845)	22 095
IT equipment	62 885	(30 009)	32 876	77 321	(35 432)	41 889
Leasehold improvements	442 321	(96 085)	346 236	441 082	(81 725)	359 357
Auxillary assets under appraisal	57 523	(35 639)	21 884	-	-	-
Total	2 077 075	(710 122)	1 366 953	2 076 672	(614 630)	1 462 042

Reconciliation of property, plant and equipment - 2024

	Opening	Additions	Assets in production	Written off	Transfers	Depreciation	Impairment	Total
Land	4 300	-	3 701	-	-	-	-	8 001
Buildings	156 752	-	3 168	-	-	(5 030)	-	154 890
Plant and machinery	747 264	12 719	112 801	(1 296)	(15 845)	(62 384)	(11 248)	782 011
Furniture and fixtures	12 227	12 042	1 162	(1 409)	(350)	(1 950)	(667)	21 055
IT equipment	42 085	5 617	-	(2 320)	(5 733)	(6 588)	(185)	32 876
Leasehold improvements	358 502	1 240	855	-	-	(14 361)	-	346 236
Auxillary assets under appraisal	-	-	-	-	21 884	-	-	21 884
	1 321 130	31 618	121 687	(5 025)	(44)	(90 313)	(12 100)	1 366 953

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Reconciliation of property, plant and equipment – 2023

	Opening	Additions	Assets in production	Derecognition	Depreciation	Impairment	Total
Land	4 300	-	3 701	-	-	-	8 001
Buildings	161 783	-	2 885	-	(5 031)	-	159 637
Plant and machinery	792 511	29 624	123 842	(292)	(65 537)	(9 085)	871 063
Furniture and fixtures	12 938	879	9 872	(61)	(1 464)	(69)	22 095
IT equipment	48 395	763	-	(396)	(6 581)	(292)	41 889
Leasehold improvements	372 813	-	855	-	(14 311)	-	359 357
	1 392 740	31 266	141 155	(749)	(92 924)	(9 446)	1 462 042

Revaluations

Land and buildings are revalued independently every three years. The effective date of the last revaluation was 31 March 2022. Revaluations were performed by Mr. Phillip Nissing of Metro Properties (Pty) Ltd, independent valuers not related to this entity. Mr. Nissing is a member of the Professional Council of Property Valuers Profession and has the appropriate qualifications and recent experience in the fair valuation measurement of properties in the relevant location. The property is a high-rise office building situated on Erf 265, also known as 389 Sophie de Bruyn street, Pretoria. The building is 9 060 square meters. The comparable sales method was used to determine the value of the land and building. The current occupation of the property is regarded as it's "highest and best use" of the property and is valued as is.

3. Property, plant and equipment (continued)

There were no conditions which have impacted the value of the property in the current financial year.

Right-of-use asset: Property

GPW occupies property owned by the Department of Public Works and Infrastructure (DPWI) at zero cost. GPW has the use of the building for an undetermined period of time. The value of the building and the useful life was obtained from the Department of Public Works and Infrastructure as per their own asset policy. The value of these rights of use were recognised in the Statement of Financial Position as part of property, plant and equipment (building category) at the time of recognition and the accompanying revenue was recognised in the Statement of Financial Performance in terms of GRAP 23. The depreciation on the right-of-use building is calculated annually based on the useful life derived from the owner department (DPWI) and this is recognised in the Statement of Financial Performance.

Auxillary assets under appraisal

GPW undertook an exercise to reconstruct the fixed asset register during 2022/23 and 2023/24 financial year. Full verifications and consultations were performed at all sites and the fixed asset register was updated accordingly. In terms of the PFMA and the asset management policy, governance processes need to take place before assets are derecognised/disposed of. A second round of consultations with the end users was underway at year-end.

GPW has a separate register and accounting policy for auxillary assets under appraisal and these items are disclosed and classified according to their different classes in the sub note of property, plant and equipment.

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Auxillary assets under appraisal	Cost	Accumulated depreciation	Carrying amount
Plant and machinery	41 787	(25 981)	15 806
IT equipment	14 708	(8 976)	5 732
Furniture and fittings	1 027	(683)	344
	57 522	(35 640)	21 882

Repairs and maintenance

The GPW spent a total of R 63 071 on repairs and maintenance in 2024, of which R 54 913 relates to Cost of sales. In 2023 the total amount of repairs and maintenance was R 72 879 (R 60 948 for Cost of sales). The amount of repairs and maintenance spent on property, plant and equipment (which are included in the above total) are shown below, indicating the affected asset classes.

	2024	2023 Restated*
Repairs and maintenance on property, plant and equipment		
Office equipment	454	1
Computer equipment	1 415	5 945
Production machinery	54 728	60 932
Buildings	6 212	5 900
	62 809	72 778

3. Property, plant and equipment (continued)

Contractual commitments

The GPW is committed to incur capital expenditure of R 34 500 (2023: R -) with regards to property, plant and machinery.

Assets in production: Machinery - Projects significantly delayed

A machine to be used in the production of boxes with a value of R 30 687, bought from Ipex Holdings, has not been taken into use yet due to space constraints for assembly. GPW is in the process of acquiring additional property, which will be used for manufacturing purposes, including this machine.

The DG Press Machine (M357) has taken longer than the norm to bring it to production, due to the additional parts needed to be purchased to ensure that the machine works optimally. The initial value of the machine will be determined and then capitalised once the asset is ready to be taken into use.

4. Intangible assets

	2024			2023 Restated*		
	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated amortisation and accumulated impairment	Carrying value
Computer software, internally generated	38 667	(20 950)	17 717	43 226	(22 142)	21 084
Intangible auxillary assets under appraisal	4 183	(2 567)	1 616	-	-	-
Intangible assets under development	23 983	-	23 983	-	-	-
Total	66 833	(23 517)	43 316	43 226	(22 142)	21 084

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4. Intangible assets (continued)

Reconciliation of intangible assets - 2024

	Opening balance	Additions	Assets in production	Derecognition	Transfers	Amortisation	Total
Computer software, internally generated	21 084	199	-	(341)	(1 616)	(1 609)	17 717
Intangible auxillary assets under appraisal	-	-	-	-	1 616	-	1 616
Intangible assets under development	-	-	23 983	-	-	-	23 983
	21 084	199	23 983	(341)	-	(1 609)	43 316

Reconciliation of intangible assets - 2023

	Opening balance	Additions	Amortisation	Total
Computer software, internally generated	21 772	867	(1 555)	21 084

Intangible asset under development

GPW is in the process of developing an automated eGazette system. This system has not been taken into use yet.

Intangible auxillary assets under appraisal

GPW undertook an exercise to reconstruct the intangible asset register during the 2022/23 and 2023/24 financial years. Full verifications and consultations were performed at all the sites and the intangible asset register was updated accordingly. In terms of the PFMA and asset management policy governance processed need to take place before assets are derecognised/disposed of. A second round of consultations with the end users was underway at year-end.

GPW has a separate asset register and accounting policy for the intangible auxillary assets under appraisal and classified according to their different classes in the sub note of intangible assets.

5. Operating lease liability

	2024	2023 Restated*
Non-current liabilities	969	246
Current liabilities	317	138
	1 286	384

6. Payables from exchange transactions

Trade payables	45 859	547 141
Unallocated receipts	(172)	278
Auxillary payables	10 449	10 333
Suspense account: Goods received / Invoiced received account (GR/IR)	16 748	34 862
Suspense account: Bank returns	444	354
Value Added Tax (VAT)	(486)	30 163
Debtors with credit balances	7 718	5 276
Prepayment: Debtors	(178)	-
Accruals	42 726	56 426
Employee related provisions	19 990	19 121
Payment to Revenue fund	-	16
Employee related third party payments	4 427	4 394
	147 525	708 364

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Figures in Rand thousand	2024	2023 Restated*
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Included in the total of trade payables for 2023, is an amount of R 499 900, which was payable to National Treasury as per the retention of surplus request for 2021. The amount has been subsequently paid along with the retention of surplus request for 2022. The auxillary payables are those payables which were impacted by the data losses and the information / listing is not available.

7. Inventories

Raw materials	171 776	148 475
Work in progress	112 280	127 139
Finished goods	171 568	162 633
Consumables	26 544	17 397
Auxillary inventory	(12 310)	(12 310)
	<u>469 858</u>	<u>443 334</u>
Inventories (write-downs)	(2 245)	(3 665)
	467 613	439 669

7. Inventories(continued)

Inventories are valued consistent to prior years according to a system of standard costing. During the year under review a decrease in the allowance for slow moving and obsolete stock amounting to R 1 420 (2023: R 8 892) was accounted for. Slow moving and obsolete stock amounting to R 23 (2023: R 13 648) were written off during the current financial year. Auxillary inventory relates to information / listings which were impacted by the data losses and is not available for review.

8. Receivables from exchange transactions

Trade debtors	260 688	358 905
Auxillary receivables	577	577
Other receivables	71	44
Prepaid expenses	69 065	129 993
Debtors under investigation	29 897	28 933
Goods issued account	(205 799)	(193 668)
	<u>154 499</u>	<u>324 784</u>

Trade receivables (net of allowance of doubtful debts) held by the entity at 31 March 2024 amounted to R 260 688 (2023: R 358 905). Accounts receivable discounting procedures were performed and the entity has assessed receivables based on their customer risk profile as determined by their annual payment history. The creation and release of the allowance of impaired receivables have been included in operating expenses in surplus or deficit. Amounts charged to the allowance account are generally written off when there is no expectation of recovering additional cash. The amount of for impairment of trade and other receivables increased to R 47 139 and decreased in 2023 to R 25 833. The ageing of these receivables are as follows:

Included in the amount of trade receivables of 2024 is a credit of R 205 798 (2023: R 193 000) from the Goods Issued account, which is the systems generated accrual account for the goods delivered, but not yet invoiced. These entries were a result of the the entries lost during the two data losses, which should have netted off against this balance.

Age analysis of Trade receivables

30 days	160 789	321 089
31 days to 60 days	27 456	22 821
61 days to 90 days	5 734	5 740
91 days to 120 days	10 694	4 427
Greater than 120 days	100 985	27 528
	<u>305 658</u>	<u>381 605</u>

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ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH, 2024

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand thousand	2024	2023 Restated*
8. Receivables from exchange transactions (continued)		
Age analysis of Debtors under investigation		
Greater than 120 days	29 897	28 933
Age analysis of Impairment Provision		
High risk debtors	(46)	(55)
Medium risk debtors	(47 093)	(25 778)
Debtors under investigation	(29 897)	(28 933)
	(77 036)	(54 766)
Age analysis of other receivables		
Greater than 120 days	65	44
Age analysis of prepaid expenses		
30 days	-	17 910
31 days to 60 days	-	361
61 days to 90 days	-	110 643
Greater than 120 days	68 310	1 079
	68 310	129 993
Impairment		
Reconciliation of allowance for impairment		
Relating specifically to Trade receivables		
Opening balance	(25 833)	(88 632)
Allowance for impairment: High risk debtors	(102)	(55)
Allowance for impairment: Medium risk debtors	(21 204)	62 854
	(47 139)	(25 833)
<p>The creation and release of allowance for impaired receivables have been included in operating expenses in surplus or deficit. Amounts charged to the allowance account are generally written off when there is no expectation of recovering additional cash. Refer to note 22 - Allowance for impairment for additional information..</p>		
Relating specifically to Trade receivables under investigation		
Opening balance	(28 933)	-
Allowance for impairment: Debtors under investigation	(964)	(28 933)
	(29 897)	(28 933)
Auxillary receivables		
<p>Auxillary receivables are those receivables which were impacted by the data losses and the information / listing is not available.</p>		

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

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9. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	1 599	1 916
Bank balances - Absa Bank	37 054	84 407
Paymaster General - National Treasury	1 479 266	2 399 020
	1 517 919	2 485 343

10. Capital Fund

The capital fund consists of:

Opening balance	2 539 926	2 539 926
Transfers (to) / from National Treasury	-	-
	1 344 949	2 539 926

The capital fund will be financed as follows:

Cash and cash equivalents	1 344 949	2 485 343
Receivables from exchange transactions	1194 977)	54 583
	1 344 949	2 539 926

The amount available in the capital fund is currently 100% (2023: 98%) cash backed. The capital fund was reduced by the two surplus amounts surrendered to National Treasury during the current financial year. This resulted in a decrease in cash reserves and an equal transfer from the capital fund to the accumulated surplus.

GPW has planned the following future projects, which will be funded from the Capital fund:

- Procurement of the ERP system to the value of R 310 000
- Leasehold improvements on the ABSA building to the value of R 240 000
- Purchasing of IT equipment to the value of R 17 000; and
- Finalisation of of the Masterplan to the value of R 1 000 000.

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11. Provisions (continued)

Reconciliation of provisions - 2024

	Opening Balance	Additions	Utilised during the year	Total
Legal proceedings	5 250	250	-	5 500
Capped Leave	2 727	-	(136)	2 591
Provision for surrender of surplus funds	695 077	-	(695 077)	-
	703 054	250	(695 213)	8 091

Reconciliation of provisions - 2023

	Opening Balance	Additions	Utilised during the year	Reversed during the year	Total
Legal proceedings	5 998	-	-	(748)	5 250
Capped leave	3 426	-	(699)	-	2 727
Provision for surrender of surplus funds	499 900	695 077	(499 900)	-	695 077
	509 324	695 077	(500 599)	(748)	703 054

The entity changed its leave policy in 2002 due to the new leave dispensation. The entity capped all employees' unused leave from the previous years prior to June 2002, limiting employees to take such leave during their working life under specific conditions. Capped leave is payable, based on the salary notch at the time of termination, which is only applicable if termination of service is as a result of retirement, ill-health, death or specific leave conditions.

The provision for legal proceedings relates to a court case which was concluded during the 2022 financial year. GPW has a legal obligation to settle the matter, however the matter is currently under arbitration.

The provision for the surrender of surplus to National Treasury was created in 2023 based on the instruction received from National Treasury, in which GPW had to surrender a portion of their surplus to the fiscus (as per Treasury regulation 19.7.1). Both the amounts for 2021 and 2022 were paid in 2024, leading to the utilization of the provision in full.

12. Revenue from exchange transactions

Sale of goods	1 408 005	1 266 182
Advertisement sales	155 599	114 044
	1 563 604	1 383 020

13. Cost of sales

Sale of goods

Contract Printing	25 658	75 507
Cost of sales	610 832	639 549
Manufacturing - Employee costs	215 386	173 469
Manufacturing - Depreciation and impairments	76 374	80 771
Manufacturing - Repairs and maintenance	54 922	60 948
Manufacturing expenses	138 263	66 928
Movement in provision for obsolete stock	(1 420)	(8 892)
	1 120 015	1 088 280

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

Figures in Rand thousand	2024	2023 Restated*
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Due to the two data losses, transactions had to be recaptured on the accounting system thus inflating the inventory value while stock has already been sold in the previous financial year. Corrections were made to the subledger during the current financial year in order to align the physical stock count with the stock as per the accounting system.

14. Bad debt written off

Bad debts written off	-	226
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15. Interest received

Interest received	4 493	454
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Interest received increased due to the increase in interest rates and includes interest charged on long outstanding debtor balances.

16. Other income

Settlement discount	3 699	2 344
Other recoverables	36	(4)
	3 735	2 340

17. Employee related costs

Basic	246 562	226 432
Bonus	16 728	14 448
Medical aid - employer contributions	23 651	21 140
Other payroll levies	89	90
Leave pay provision charge	694	(1 910)
Housing subsidy	14 738	14 309
Overtime	34 432	40 197
Staff training	74	29
Performance bonus	-	10
Pension fund contributions	26 831	24 725
Membership fees: Federation of Master Printers	163	12
Ex Gratia payments	36	32
Total employee cost	363 998	339 514

Employee cost - per function

Employee costs - manufacturing	215 386	173 469
Employee costs - administrative	148 612	166 045
	363 998	339 514

The costs for Federation of Master Printers and ex gratia payments were reclassified as separate expenses in the current year, to ensure more detailed information are available for the users of the financial statements. The amount included for performance bonuses for 2023 was due to the settlement of an interdepartmental claim..

18. Administration and management fees

Administration and management fees paid	55 386	39 050
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NOTES TO THE ANNUAL FINANCIAL STATEMENTS

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	2024	2023 Restated*
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19. Depreciation and amortisation

Property, plant and equipment	90 312	92 924
Intangible assets	1 609	1 555
Total depreciation and amortisation	91 921	94 479

Depreciation and amortisation – per function

Depreciation property, plant and equipment – manufacturing	64 693	71 450
Depreciation property, plant and equipment – administrative	25 619	21 474
Amortisation – administrative	1 609	1 555
Total depreciation and amortisation	91 921	94 479

The depreciation amount includes the portion of depreciation and amortization relating to production equipment, as these costs form part of Cost of sales as per GRAP 12. The amount of depreciation and amortization disclosed in this note relates to non-cash generating assets as utilized by the Support functions.

20. Impairment loss/Reversal of impairment loss

Impairments

Impairment – manufacturing	11 681	9 320
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GPW performed a conditional assessment of assets during both financial years. Impairment losses were recognised in respect of assets reflecting a permanent decline in the economic benefits or service potential the entity is expected to derive from these assets.

Impairment – administrative	420	126
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GPW performed a conditional assessment of assets during both financial years and adjusted the asset values accordingly

	12 101	9 446
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21. Auditors' remuneration

Fees	14 012	7 795
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The 2022 and 2023 external audit took place during the current financial year, which led to the significant increase in costs.

22. Allowance for impairment

Allowance for impairment	22 270	(33 866)
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The debtors policy was amended to account for the different risk levels within the debtors population (high risk, medium risk and low risk of non-payment of outstanding balances) based on their annual average payment patterns. Each risk category has its own default rate and that drives the impairment allowance. The changes were made retrospectively.

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23. Other general expenses (not disclosed separately)		
Repairs and maintenance (administrative) - Property, plant and equipment	7 896	11 830
Repairs and maintenance (administrative) - Other	253	102
Training	3 868	1 939
Municipal charges	25 198	22 627
Bursaries	2 915	1 655
Minor assets expensed	6 861	1 271
Other general expenses	8 906	6 371
Cleaning costs	2 993	3 189
Security expenses	12 683	11 863
Rental costs - building	7 351	5 948
Other professional fees	30 664	15 147
Legal fees	480	1 393
Protective clothing	138	(126)
	110 206	83 209

24. Cash generated from operations

Surplus (deficit)	72 276	(688 066)
Adjustments for:		
Depreciation and amortisation	91 921	94 479
Loss on write off of assets	342	-
(Loss) gain on foreign exchange	48	(2 115)
Interest income	4 493	494
Intangible asset write off / Impairment reversal on revaluation of PPE	12 101	9 447
Bad debts written off	-	226
Movements in operating lease assets and accruals	902	(46)
Movements in provisions	(694 963)	193 730
Other income	(3 544)	(2 794)
Inventories	(27 944)	(33 217)
Receivables from exchange transactions	170 285	(17 838)
Allowance for impairment of receivables	(22 270)	(33 866)
Payables from exchange transactions	(557 762)	582 632
	(954 115)	103 066

25. Operating lease commitments

The GPW leases buildings, equipment and vehicles under lease agreements. The leases have varying terms, escalation clauses and renewal rights.

2024 - Lease liabilities

	Total R '000	Up to one year R '000	1 to 5 years R '000
Property	20 514	5 834	14 680
Vehicles	3 735	2 586	1 149
Equipment	3 397	3 397	-
	27 646	11 817	15 829

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25. Operating lease commitments (continued)

2023 - Lease liabilities

	Total R '000	Up to one year R '000	1 to 5 years R '000
Property	11 953	4 489	7 464
Vehicles	6 985	3 250	3 735
	18 938	7 739	11 199

26. Operating (deficit) / surplus

Operating surplus for the year is stated after accounting for the following:	2024	2023 Restated*
Loss on write off of intangible assets	(342)	-
Impairment on property, plant and equipment	420	126
Amortisation on intangible assets	1 609	1 555
Depreciation on property, plant and equipment	25 619	21 474
Employee costs	148 612	166 045

27. Financial instruments disclosure

Categories of financial instruments

2024

Financial assets

	At amortised cost	Total
Trade and other receivables from exchange transactions *	367 661	367 661
Cash and cash equivalents	1 517 919	1 517 919
	1 885 580	1 885 580

Financial liabilities

	At amortised cost	Total
Trade and other payables from exchange transactions **	(99 968)	(99 968)

* Trade and other receivables from exchange transactions include trade receivables and relevant other receivables that meet the definition of financial instruments.

** Trade and other payables from exchange transactions include trade payables and relevant other payables that meet the definition of financial instruments.

2023

Financial assets

	At amortised cost	Total
Trade and other receivables from exchange transactions *	442 647	442 647
Cash and cash equivalents	2 485 343	2 485 343
	2 927 990	2 927 990

Figures in Rand thousand

27. Financial instruments disclosure(continued)

Financial liabilities

	At amortised cost	Total
Trade and other payables from exchange transactions **	(612 113)	(612 113)

* Trade and other receivables from exchange transactions include trade receivables and relevant other receivables that meet the definition of financial instruments.

** Trade and other payables from exchange transactions include trade payables and relevant other payables that meet the definition of financial instruments.

28. Financial risk management overview

The entity is exposed to the following risks from its use of financial instruments: 1. Credit risk, 2. Liquidity risk, 3. Market risk which includes currency risk, interest rate risk and price risk.

Credit risk – Credit risk refers to the risk that the counterparty will default on their contractual obligation resulting in a financial loss for the entity. The maximum exposure to credit risk at the reporting date to the recognised financial assets is the carrying amount, net of any provisions of impairment of those assets as disclosed in the statement of financial position and the notes to the financial statements.

Exposure relating to trade and other receivables which mainly consist of national, provincial and local government, is managed by entering into contractual agreements, that includes payment terms of the services rendered. These customers fall within the ambit of the PFMA and MFMA. These legislations prescribe that suppliers of products and services be paid within 30 days or as stipulated in the agreement entered into. Generally trade receivables are written off when there is no reasonable expectation of recovery. Indicators of this include failure of a debtor to engage in a repayment plan and no active enforcement activity.

The credit risk is limited to GPW's trade debtors, with whom we have entered into contractual obligations and does not include advance prepayments to creditors for services to be rendered. There is no risk of default from GPW's prepaid creditors as the funds have already been paid for related goods or services. The maximum exposure to credit risk is presented in the table below:

2024	Gross carrying amount	Allowance for impairment	Amortised cost
Trade and other receivables	312 516	(77 037)	235 479
Cash and cash equivalents	1 517 919	-	1 517 919
	1 830 435	(77 037)	1 753 398

2023	Gross carrying amount	Allowance for impairment	Amortised cost
Trade and other receivables	392 220	(54 767)	337 453
Cash and cash equivalents	2 485 343	-	2 485 343
	2 877 563	(54 767)	2 822 796

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28. Financial risk management overview (continued)

Liquidity risk

Liquidity risk is the risk that the entity will not be able to meet its financial obligations as they fall due. The entity's approach in managing liquidity risk is to ensure as far as possible that it will always have sufficient liquidity to meet its liabilities when due, under normal and stressed conditions, without incurring unacceptable losses or requiring external stringent funding. The risk is managed by maintaining adequate cash reserves by continuously monitoring cash flow forecasts, actual cash flows and the maturity profile of GPW's financial assets and liabilities.

The following are the contractual maturities of GPW's financial liabilities:

2024	Current	Non-current	Total
Trade and other payables	(98 737)	-	(98 737)

2023	Current	Non-current	Total
Trade and other payables	(610 494)	-	(610 494)

Foreign currency risk

The entity is exposed to foreign currency risk as a result of certain transactions which are denominated in foreign currency. The foreign currencies in which the entity primarily deals with are: USD, EUR and GBP. GPW is sensitive to fluctuations in major currencies as the entity purchases machinery in different countries with a ZAR - denominated currency. The spot rates as at 31 March shown below, were obtained from OANDA. The entity reviews its foreign currency exposure, including commitments, on an ongoing basis. The entity does not hedge against its foreign currency exposure.

Exchange rates	2024	2023
USD	18.844	17.970
EUR	20.337	19.546
GBP	23.776	22.194

Interest rate risk - As the entity has no significant interest-bearing assets the entity's income and operating cash flows are substantially independent of changes in market interest rates. Finance leases are classified in terms of GRAP 13 as they meet the requirements set out in the accounting standard. No leases are held by financial institutions and the interest risk associated with these finance leases, is immaterial. Cash held with financial institutions do not bear material interest. In terms of section 7 of the PFMA, GPW will need to obtain National Treasury approval in order to invest their cash reserves with commercial institutions. No interest rate sensitivity analysis is disclosed.

Price risk - The entity is not exposed to commodity price risk.

Figures in Rand thousand

29. Related parties

Relationships	
Government	The Southern African Government
Reporting entity	The Ministry of Home Affairs
Common controlled entities	National departments Public entities
Members of key management	Ms A Fosi - Chief Executive Officer Mr I van der Merwe - Chief Financial Officer Mr Z Gwiba - Chief Information Officer Mr S Ngubane - General Manager Operations Mr K Moodley - General Manager Manufacturing and Engineering Ms L Mooki - General Manager Corporate Services Ms C Shibambo - Chief Audit Executive

GPW considers all EXCO members to be key members of management.

GPW is 100% controlled by government. GPW is a government component reporting to the Department of Home Affairs (DHA), following the proclamation in the Government Gazette no. 32566, on the 9th of October 2009, and as referred to in Section 7(2) and 7(5) read with Schedule 3 Part A of the Public Services Act, Act no. 103 of 1994 (as amended), that operates within the Public Services established by section 197(1) of the Constitution of South Africa. GPW transacted with most of the entities within the ambit of the national, provincial and municipal spheres of government. GPW used the exemption as per par 32 of GRAP 20, in relation to the disclosure of related parties. All purchasing and selling transactions were concluded at arms' length, including all related party transactions.

The Border Management Authority is a newly established Schedule 3A public entity reporting to the Minister of Home Affairs and is therefore a related party to GPW. However, the entity and GPW did not enter into any transactions during the financial year.

Related party balances

Amounts included in Trade receivables regarding related parties

	2024	2023 Restated*
National departments	114 107	77 056
Public entities	13 623	15 760
Department of Home Affairs	92 703	124 796
Independent Electoral Commission	-	42

Related party transactions - Sales

Independent Electoral Commission	692	507
Department of Home Affairs	682 422	681 793

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30. Directors remuneration

Executive

2024

	Salary, bonuses and performance- related payments	Other benefits**	Contributions paid under any pension scheme not otherwise required to be disclosed in terms of subsection (4) (b)	Total
Ms A Fosi	1 511	810	195	2 516
Mr I van der Merwe	1 314	795	170	2 279
Ms A Dreyer	814	297	105	1 216
Mr T Khumalo	901	345	115	1 361
Ms L Mahlangu	875	315	111	1 301
Ms C Shibambo	807	487	103	1 397
Mr P Moloto	847	527	108	1 482
Mr K Moodley	1 098	406	140	1 644
Mr S Ngubane	1 077	395	138	1 610
Ms M Modise	1 145	438	148	1 731
Ms S Ramusi	826	301	105	1 232
Mr Z Gwiba	960	359	124	1 443
Mr N Dlamini	850	311	108	1 269
Mr T Mamorare	850	308	108	1 266
Mr D Legoabe	863	312	110	1 285
Mr A Sibanyoni	863	312	110	1 285
Mr K Thamaga	814	369	105	1 288
MR E Louters	826	301	105	1 232
Mr V Ngobeni	826	301	105	1 232
Adv S Ramasodi	888	319	115	1 322
Dr E Mahlasela	823	514	106	1 443
Adv L Ndlovu	814	297	105	1 216
Ms H Ellimdin *	409	148	53	610
Mr S Khambule	814	297	105	1 216
Ms H Curlewis *	678	248	88	1 014
Ms N Shandu *	339	163	44	546
Ms B Mbhele	437	193	56	686
Mr M Machimana *	271	127	35	433
Ms L Mooki *	388	122	50	560
Mr R Fonzani *	407	117	53	577
	24 335	10 234	3 123	37 692

** Other benefits will include inter-alia bonuses, 13th cheque, acting allowance, car allowance, cell phone allowance, housing allowance, medical benefits, cash portion depending on the individual needs as part of the flexible package available to all SMS members in terms of the SMS hand book.

* Ms L Mooki was appointed as the General Manager: Corporate Services and Mr M Machimana was appointed as the Director: EPMA on 1 December 2023. Mr R Fonzani was appointed as the Director: Enterprise Risk Management and Ms H Ellimdin was appointed as the Director: Budgeting and Management Accounting on 1 October 2023. Ms H Curlewis was appointed as the Director: Financial Management on 1 June 2023. Ms B Mbhele, Chief Director: Marketing and Strategy, retired from public service on 31 August 2023.

Figures in Rand thousand

30. Directors remuneration (continued)

2023

	Salary, bonuses and performance- related payments	Other benefits **	Contributions paid under any pension scheme not otherwise required to be disclosed in terms of subsection (4) (b)	Total
Ms A Fosi *	1 448	804	188	2 440
Mr I van der Merwe	1 260	788	161	2 209
Ms M Modise	1 095	419	142	1 656
Mr Z Gwiba *	608	242	79	929
Mr P Moloto.	797	520	104	1 421
Mr S Ngubane	972	451	126	1 549
Mr K Moodley	1 001	391	130	1 522
Ms B Mbhele	1 001	391	130	1 522
Ms A Dreyer *	709	280	92	1 081
Ms L Mahlangu	821	320	107	1 248
Mr T Khumalo	846	327	110	1 283
Ms M Nsibande	773	532	101	1 406
Mr T Mamorare	797	312	104	1 213
Ms C Shibambo	758	481	99	1 338
Mr D Legoabe	809	316	105	1 230
Mr N Dlamini	797	312	104	1 213
Mr A Sibanyoni	809	316	105	1 230
Mr K Thamaga	774	267	101	1 142
Mr V Ngobeni	776	305	101	1 182
Ms S Ramusi	774	305	101	1 180
Mr E Louters *	774	308	101	1 183
Adv S Ramasodi	421	122	55	598
Dr E Mahlasela	65	31	9	105
Adv L Ndlovu	64	25	8	97
	18 949	8 565	2 463	29 977

** Other benefits will include inter-alia bonuses, 13th cheque, acting allowance, car allowance, cell phone allowance, housing allowance, medical benefits, cash portion depending on the individual needs as part of the flexible package available to all SMS members in terms of the SMS hand book.

* Mr Z Gwiba was appointed as Chief Information Officer on 1 August 2022. Ms A Dreyer was appointed as Director: HR Policies and Planning on 1 May 2022 and Mr E Louters was appointed as Director: Facilities on 1 April 2022. Adv S Ramasodi was appointed as Director: Legal Services on 1 October 2022 and Dr E Mahlasela was appointed as Chief Director: Supply Chain Management on 1 March 2023. Adv L Ndlovu was appointed as Director: Contract Management on 1 March 2023. Ms. M Nsibande resigned as Director: Production on 15 March 2023.

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30. Directors remuneration (continued)

Committee fees

2024

	Audit Committee	Risk Committee	Total
MAE Amod	346	-	346
R Nicholls	210	-	210
N Maharaj	256	-	256
Z Tshabalala	216	-	216
MK Nyathi	-	144	144
Z Francois	-	118	118
S Maharaj	-	92	92
	1 028	354	1 382

2023

	Audit Committee	Risk Committee	Ministerial review committee	Total
MAE Amod	222	-	-	222
ZN Tshabalala	246	-	-	246
RG Nichols	118	-	-	118
N Maharaj	178	-	-	178
GR Sibiyi	54	-	-	54
TM Mofokeng	63	-	-	63
MK Nyathi	-	238	-	238
S Maharaj	-	145	-	145
Z Francois	-	259	-	259
B Siswana	-	-	52	52
MG Sibiyi	-	-	7	7
PR Malavi	-	-	174	174
RG Boatwright	-	-	143	143
	881	642	376	1 899

31. Change in accounting policy and prior period errors

Corrections were made to the Accumulated Surplus account during the financial years ended 31 March 2023 as a result of the change in accounting policy and the correction of prior period errors and that also affected the profit/deficit for the year ended 31 March 2023. Details are listed below:

Statement of Financial Position

	2024	2023 Restated*
Changes to property, plant and equipment - change in accounting policy	-	135 947
Changes to property, plant and equipment - correction of error	-	(8 553)
Changes to current assets - correction of error	-	(51 568)
Changes to current liabilities - correction of error	-	(16 007)
Changes to allowance for impairment - change in accounting policy	-	36 797
	-	<u>96 617</u>

Figures in Rand thousand

31. Change in accounting policy and prior period errors (continued)

	2024	2023 Restated*
Statement of net assets	-	-
Change in prior year surplus	-	-
- Change in accounting policy	-	(140 783)
- Correction of error	-	89 988
	-	<u>(50 795)</u>
Reconciliation between statement of net assets and correction of error note	-	
-		
-		
Changes to statement of financial position	-	96 617
Change in prior year surplus	-	(50 795)
Impact on surplus for the year	-	<u>45 822</u>

Correction to inventory

The inventory amount was changed due to the correction of creditor accruals in the prior year and the write off of the value of the distribution warehouse in the prior year.

	2023 Inventory	2023 Correction	Restated amount
Inventory	(106 941)	(60 397)	<u>(167 338)</u>

Correction of Property, plant and equipment

GPW recognised a right-of-use asset for building owned by DPWI that are being used by GPW at no cost. This represents a change in accounting policy.

Other changes were made to property, plant and equipment values based on the asset verification performed and includes assets capitalised, written off or impaired based on the results of the verification.

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31. Change in accounting policy and prior period errors (continued)

	2023 Property, plant and equipment	2023 Correction	Restated amount
Change in accounting policy	-	-	-
Cost: Right-of use asset	-	140 783	140 783
Accumulated depreciation: Right-of-use asset	-	(4 836)	(4 836)
Correction of error:	-	-	-
Cost	-	-	-
- Machinery	1 230 855	963	1 231 818
- Computer equipment	73 929	3 392	77 321
- Office furniture	19 060	1 009	20 069
Accumulated depreciation/amortization	-	-	-
- Machinery	(474 806)	(705)	(475 511)
- Computer equipment	(33 196)	(1 944)	(35 140)
- Office furniture	(7 122)	(656)	(7 778)
- Intangible software	(22 174)	32	(22 142)
- Leasehold improvements	(71 311)	(10 413)	(81 724)
Accumulated impairment	-	-	-
- Plant and machinery	(9 013)	(72)	(9 085)
- IT equipment	(175)	(117)	(292)
- Furniture and fittings	(26)	(43)	(69)
	706 021	127 393	833 414

Corrections to Accounts receivables

The accounts receivables balance was split between the collectable debtors and the debtors under investigation, along with the correction of the debtors with credit balances. The debtors accrual balances increased with the release of a prior period accrual.

	2023 Accounts receivable	2023 Correction	Restated amount
Trade receivables - collectable	384 094	(20 808)	363 286
Trade receivables - under investigation	-	28 933	28 933
Debtors accrual	49 683	704	50 387
	433 777	8 829	442 606

Figures in Rand thousand

31. Change in accounting policy and prior period errors (continued)

Corrections to Trade payables

A correction was made to the balance of debtors with credit balances and the creditors accrual account, which also affected the VAT input balance at year end. The VAT balances affected by the data loss were reallocated to the data loss account.

	2023 Current amounts	2023 Corrections	Restated amount
Debtors with credit balances	(6 935)	1 659	(5 276)
VAT due	(45 867)	15 704	(30 163)
Creditors control	(524 543)	(4 800)	(529 343)
Goods received/invoice received account	(39 659)	4 800	(34 859)
American express lodge card	-	(1 128)	(1 128)
Accruals	(11 315)	(45 111)	(56 426)
Payroll control account	(1 645)	(492)	(2 137)
Data loss: general ledger	-	(9 739)	(9 739)
Payments received: debtors	(23 375)	23 096	(279)
	(653 339)	(16 011)	(669 350)

Corrections to Allowance for doubtful debts

The allowance for impairment of doubtful debt was amended in line with the new debtors policy as per GRAP 104 (change in accounting policy). It also accounts for the impairment of the debtors under investigation.

	2023 Current amounts	2023 Correction	Restated amount
Impairment allowance - collectable debt	(91 564)	65 731	(25 833)
Impairment allowance - under investigation	-	(28 933)	(28 933)
	(91 564)	36 798	(54 766)

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31. Change in accounting policy and prior period errors (continued)

<u>Corrections to the statement of financial performance</u>	-	-	(45 822)
Change in accounting policy: depreciation	-	-	4 835
Change in accounting policy: impairment allowance	-	-	(36 797)
Change in accounting policy: Services in kind revenue	-	-	47 334
Change in accounting policy: Service in kind expenses	-	-	(47 334)
Correction of error: Depreciation	-	-	(13 624)
Correction of error: impairment	-	-	231
Corrections to advertisement sales	-	-	(1 517)
Corrections to travel expenses	-	-	1 050
Corrections to the statement of financial performance	-	-	(45 822)

Corrections to depreciation

The change in accounting policy, which led to the recognition of the right-of-use asset with regards to property, also allowed for the recognition of depreciation on the right-of-use asset, based on GRAP requirements. The change in depreciation on furniture and fittings is as a result of corrections made to the carrying value of the assets. This correction was done retrospectively and impacted on expenses and ultimately the surplus/(deficit) account.

	2023 Current amount	2023 Correction	Restated amount
Change in accounting policy	-	4 836	4 836
Correction of error: Depreciation	103 265	(13 624)	89 641
Correction of error: Impairments	9 214	231	9 445
	112 479	(8 557)	103 922

Corrections to Services in kind, travel expenses and advertising sales

With the recognition of the right-of-use asset, the services in kind revenue and and expense were reversed, in line with the change in accounting policy. This correction was done retrospectively and impacted on revenue as well as operating expenditure. The net effect on the surplus/deficit of the year was zero. Travel expenses were accounted for based on the American Express travel card facility. Advertising sales were adjusted based on the allocation of payments received from suppliers to the correct allocations.

	2023 Current amount	2023 Correction	Restated amount
Services in kind: revenue	(47 334)	47 334	-
Services in kind: expense	47 334	(47 334)	-
Advertising sales	(112 527)	(1 517)	(114 044)
Travel expenses	-	1 050	1 050
	(112 527)	(467)	(112 994)

Figures in Rand thousand

31. Change in accounting policy and prior period errors (continued)

Corrections to impairment allowances

With the implementation of the amended debtors policy, the allowance for impairment of debtors were adjusted accordingly as per GRAP 104. These changes are reflected as follows:

	2023 Current amount	2023 Correction	Restated amount
Impairment allowance: recoverable debt	2 932	(65 730)	(62 798)
Impairment allowance: under investigation	-	28 933	28 933
	2 932	(36 797)	(33 865)

32. Contingent liabilities

The contingent liability consists of the following matter: Labour costs

The contingent liability relates to labour related matters, litigations and investigations. The gross contingent costs are estimated to be R9 872. GPW adopted GRAP19.111 to account for the entity's contingent liability as disclosure of some or all of the information required may seriously prejudice the position of the entity as these matters are sub-judice.

33. Going concern

We draw attention to the fact that at 31 March 2024, the entity had a surplus of R 72 276 and that the entity's total assets exceed its liabilities by R 3 393 398 .

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

34. Events after the reporting date

Refurbishment of the GPW Head office building

The appointment of the contractor for the refurbishment of the GPW head office building at Visagie street, was finalised in April 2024. The total contract value is R 162 323.

35. Unauthorised, Irregular and Fruitless and Wasteful Expenditure

	2024	2023 Restated*
Irregular expenditure for the year	142 552	141 206

Investigations and consequence management process

All identified irregular expenditure have been sent to Internal audit for investigation. Proper action will be taken based on the results of the investigations and consequence management will be implemented where necessary. The Loss Control policy - was approved in April 2023 and will be implemented subsequently.

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36. Accounting by principals and agents

The entity is a party to a principal-agent arrangement(s).

Details of the arrangement is as follows:

GPW is acting as the principal for the refurbishment of the new headquarter building. The purpose of the arrangement is to leverage the expertise from DBSA in the implementation of infrastructure projects. There were non changes that occurred during the reporting period.

In the event that GPW terminates the implementation of the project during the planning stage, the entity will be liable for the applicable cost relating to the direct project cost as well as the management fee payable to DBSA.

The GPW is committed to incur projected capital expenditure of R 162 323 with regards to property, plant and machinery. The contract was awarded subsequent to year-end date.

Listed below is a summary of the transactions and balances with DBSA, as per GRAP 109. Advance payment to DBSA (Statement of Financial position) R 6 464 (2023: R 7 438).

Management fees paid to DBSA (Statement of Financial Performance) R - (2023: R 260)

