



**SOUTH AFRICAN
LIBRARY FOR THE BLIND**

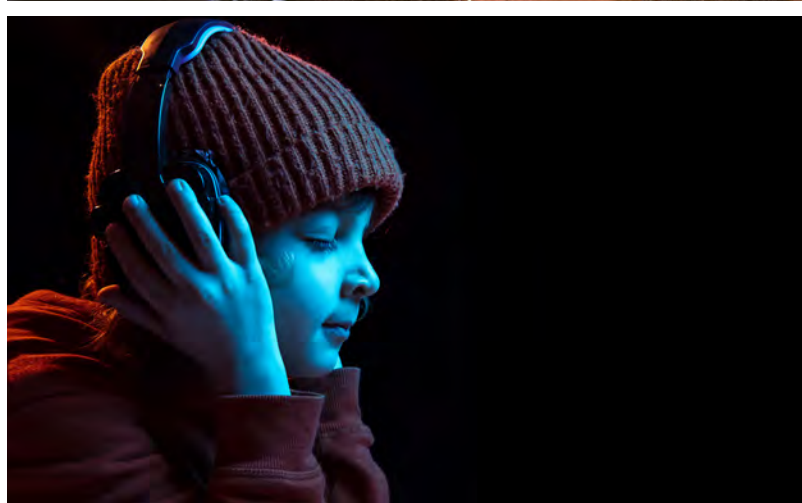
An agency of the
Department of Sport, Arts and Culture

SOUTH AFRICAN

LIBRARY FOR THE BLIND

ANNUAL REPORT 2021 / 2022





Welcome to the South African Library for the Blind - Siya namkela nonke - Welkom

The South African Library for the Blind renders a library and information service to blind and print-handicapped readers through the production of accessible South African reading material in development of a comprehensive library collection and rendering of advisory services to promote access to information.



The Board of the South African Library for the Blind is proud to present the Annual Report of

SOUTH AFRICAN LIBRARY FOR THE BLIND

For the period 1 April 2021 to 31 March 2022

The Board, as the entity's Accounting Authority, and Management of the South African Library for the Blind, submits its Annual Report to the Minister Sport, Arts and Culture, the entity's Executive Authority - for tabling in Parliament in terms of the provisions of the Public Finance Management Act of 1999 (Act 1 of 1999) and the South African Library for the Blind Act of 1998 (Act 91 of 1998).

RP202/2022
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PART A: **GENERAL INFORMATION** 2021-2022



1. SA LIBRARY FOR THE BLIND GENERAL INFORMATION

Registered Name:	South African Library for the Blind
Registration number:	Not Applicable
Physical address:	112 B High Street Makhanda 6139
Postal address:	P.O. Box 115 Makhanda 6140
Telephone numbers:	+27 – (0)46 622 7226
Fax number:	+27 – (0)46 622 4645
Email address:	ceo@salb.org.za
Website address:	www.salb.org.za
External auditors:	Auditor General of South Africa
Bankers:	Standard Bank; ABSA Bank

2. LIST OF ABBREVIATIONS / ACRONYMS

AFS	Annual Financial Statements
AGSA	Auditor General of South Africa
BBBEE	Broad Based Black Economic Empowerment
CEO	Chief Executive Officer
ACEO	Acting Chief Executive Officer
CFO	Chief Financial Officer
ACFO	Acting Chief Financial Officer
DSAC	Department of Sport, Arts and Culture
DAISY	Digital Accessible Information System
IFLA	International Federation of Library Associations
MEC	Member of Executive Council
MTEF	Medium Term Expenditure Framework
NDPW	National Department of Public Works
PFMA	Public Finance Management Act, Act 1 of 1999
SABA	South African Braille Authority
SALB	South African Library for the Blind
SCM	Supply Chain Management
TIGAR	Trusted Intermediary Global Accessible Resources
TR	Treasury Regulations
WIPO	World Intellectual Property Organisation



3. FOREWORD BY THE CHAIRPERSON

The Shareholder's Compact consisting of the Library's Strategic Plan, Annual Performance Plan and various other governance documents were signed by the honourable Minister of Sport, Arts & Culture, Nathi Mthethwa and Mr. Xolisa Yekani on behalf of the SALB Board. The Compact commits the Board and Management to its fiduciary responsibilities and the achievement of set performance objectives for the year. The Board of the South African Library for the Blind monitored the implementation and progress of the Library's financial and performance related responsibilities during meetings that took place during, May 2021, November 2021, February 2022 and March 2022.

It is with regret that the Board declare the following under Fraud and Risk Management:

Two matters involving two SALB employees respectively have recently come to the notice of the Board. Given the seriousness of the two matters, the Board appointed forensic auditors to investigate and report on the full extent of the matters to allow for the Board to take proper and decisive action in terms thereof. The investigation is still in process.

The Board is satisfied to report that the Management and Staff of the Library achieved 96% of the set objectives for the year. This is an outstanding achievement considering the effects COVID-19 has had on the Country. The Library experienced severe challenges with book distribution this financial year due to COVID-19 challenges and the South African Post Office (SAPO) did not manage to deliver as other years even though there are challenges, but this time supersede other years. Other distribution strategies for dissemination of library reading material and devices are being explored and should be implemented in the next financial period. The Library is highly dependent of the SAPO for the distribution of its accessible reading material to its members across South Africa. Reading material sent between the Library and its members often took very long or in some instances did not arrive at its destination.

Total Revenue for 2021/2022 increased by 13.6% from the previous year to R 42 415 000. Total Expenditure increased by 6.1% from the previous year to R 32 655 000. Total Other (actuarial gain and loss on disposal of assets) for the year totalled R 992 000. More information on the reasoning for the increased revenue and expenditure is contained in the Financial Information of the Annual Financial Statement, however, note that the subsidy from the Department of Sport, Arts & Culture (DSAC) was fully utilised for the year. The Subsidy from the DSAC represents 78.3% of the total expenditure. The rest of the expenditure was funded from own resources and through the Library's fundraising initiatives and partnerships with the nine Provinces. The Library is successful in raising money to respond to certain service delivery demands through partnerships with Provincial and Local authorities. The expansion of services on a National level is dependent on the financial support by the DSAC. The current financial support by the Department is appreciated but is not allowing the Library to expand the National role as required by the Library Act. The Board urges the Department to assess its role in supporting the Library to honour its mandate and to reach more blind and visually impaired people of South Africa.

The Board is supporting Library Management in all its efforts to achieve its objectives. The relationship between the Board and Library Management is positive and open. The greatest asset of the Library is the staff of the Library. The Board appreciated the positive labour relations that exist and also notes with appreciation the healthy working relationship between management and the staff of the library. The outcome of this is the positive performance results achieved by the Library in the past financial year. The Board is committed to ensure that this productive working environment is strengthened and to guide management to sustain the positive working relationships to benefit the blind and visually impaired members of the library.

The world is going through different stages of the impact of the COVID-19 pandemic, and since March 2020, the country has been dealing with the management of covid 19 and the management, and staff of the SALB have been responding to the guidelines and directives issued accordingly. Any impact to services is carefully monitored and members are duly informed of the new development. SALB is currently increasing its online collection on audio collection that will provide reading materials for its users at no cost and provide the online audio newspapers and periodicals.

Access to information and knowledge has never been more critical than in the present information age. Those who lack access to essential information are excluded from participating actively in social, political, and economic activities. The visually impaired, have been marginalized for too long because of the dearth of accessible materials. Therefore, SALB in collaboration with other stakeholders is standing up to its moral responsibility in ensuring an inclusive and equitable library and information services to the visually impaired.

Mr. Xolisa Yekani

Chairperson of the Board of the South African Library for the Blind



4. ACTING CHIEF EXECUTIVE OFFICER'S OVERVIEW

The new Strategic plan (2020-2025) for the Library was implemented and contained a mixture of both quantitative and qualitative objectives/targets. The Library achieved 96% of the 26 objectives set for the year. Many measures were in place to ensure that despite the challenges of the COVID-19 pandemic, the objectives for the year could still be attained. This is a testament of the dedication and commitment of all Staff and Volunteers of the SALB. Revenue of R 42 415 000 and Operating Expenditure of R 32 655 000 was recorded and Other (actuarial gain and loss on disposal of assets) for the year totalled R992 000, resulting in a surplus of R10 752 000 for the 2021/22 financial year. The surplus is predominantly due to the nature of classifying production costs as capital expenditure.

1 131 audio and braille titles were added to the catalogue, 289 new members joined the library, and 13 new mini libraries were established across South Africa. All these figures are an increase compared to the previous financial year. The total membership of the library at the end of the reporting period stands at 7 163.

It is with regret that the Management declares the following under Fraud and Risk Management:

Two matters have recently come to the notice of the Board. Given the seriousness of the two matters, the Board appointed forensic auditors to investigate and report on the full extent of the matters to allow for the Board to take proper and decisive action in terms thereof. The investigation is still in process. We can assure all stakeholders that these matters are given priority attention.

The library has built up a strong partnership and collaboration with other continental National Libraries in relation to technical support for print disabled communities that is Tanzania National Library and Namibia National Library Services. SALB has initiated alignment and support with Department of Basic Education (DBE), National Library of South Africa

(NLSA), Tape Aids for the Blind, BlindSA and South African National Council for the Blind (SANCB) while strengthening existing relationships with Provincial Libraries and many other stakeholders.

As of February 2022, SALB members have access to PressReader, which is now available on the SALB website! PressReader is a digital newspaper boasting digital versions of over 7 000 newspapers and magazines in more than 60 languages. This is done through its applications for iOS, Android, Windows, Mac and various e-readers as well as its website, and operates digital editions of newspapers and magazines for publishers.

SALB website is still up and running and has the following features namely, Online member registration, user friendly functionality for the blind people, SALB OPAC and VIOPAC (with features of streaming and book downloading), and Overdrive. All audio books can be downloaded or streamed from the SALB website (www.salb.org.za) and the application promptly updates the Aurora Library Management System to make changes on the member profile.

Megavoice Envoy Connect device is currently distributed to all new members joining the Library, after extensive testing was done over the past years with pilot member feedback and modification to the playback device. This is in response to try and ensure value for money with recent budget cuts that the Library had to contend with to overcome South African Post Office (SAPO) challenges.

The SALB is embarking on a rollout of mobile/developed recording studio/booths with key strategic partners. So far 3 recording studios are up and running; Eastern Cape; Northern Cape and Mpumalanga. More of these recording studios will be implemented in other provinces.

Library Management and the Board would yet again like to urge the Ministers of Sport, Arts & Culture as well as Trade & Industry to lobby Government to ratify the Marrakesh Treaty. This treaty will add tremendous value to efforts aimed at ensuring equal access to information for visually impaired persons.

One employee enrolled for a Post Graduate Diploma course in Supply Chain Management and one other for a B.Com Honours degree in Human Resource Management. There were 5 employees enrolled in short courses during the year in subject matters such as Supervisory Management, Marketing Management, Project Management and Graphic Design. All the qualification studies and courses mentioned were funded by the SALB Study Assistance fund. Many other staff members enrolled for conferences and seminars and other internal training interventions were also conducted.

Due to the Coronavirus pandemic in South Africa and the restriction on travel and group sessions, fewer face-to-face training and development sessions were hosted and or attended by staff. The Library still expended more than R150 000 on training and development of their staff during the year.

The SALB is proud of what has been achieved over this past financial year, notwithstanding the two matters under investigation by forensic auditors and as disclosed to the AGSA, the DSAC and now to our stakeholders. SALB is a dynamic and responsive library that will respond with new and innovative service delivery options in the new year, and will not shy away from facing and/or eradicate challenges that seems to negatively impact on the Library and the members it serves.

Library Management remains committed to do everything within its control to limit the impacts on service delivery. Our members will be continuously updated on any service-related challenges and or improvements. More than ever, the challenge before us is for all librarians to be in the forefront of information dissemination to ensure that the damage done by the COVID-19 pandemic challenges are overcome, one community at a time until we cover the entire continent.

PB Mahayana

The collage is titled "SALB through the years" in a blue circular banner. In the center is a black and white portrait of an elderly woman with short, curly hair. Surrounding this central image are ten smaller circular photographs, connected by a dotted blue line that forms a circle around the center. The images, starting from the top and moving clockwise, are: a vintage record player; a woman in a library setting; a woman at a computer terminal; a woman at a desk; a woman at a desk; a woman at a desk; a woman at a desk; a woman at a desk; a woman at a desk; and a woman at a desk. The collage is set against a light gray background with a subtle circular pattern.

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

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

All information and amounts disclosed in the annual report is consistent with the annual financial statements audited by the Auditor General South Africa (AGSA).

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 E) have been prepared in accordance with the accounting standards applicable to the public entity.

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

The Accounting Authority of South Africa is responsible for establishing and implementing a system of internal control 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 AGSA are engaged to express an independent opinion on the annual financial statements.

In our opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the public entity for the financial year ended 31 March 2022.

Yours faithfully



Acting Chief Executive Officer

Ms Pumla Mahanjana

31 July 2022



Chairperson of the Board

Mr Xolisa Yekani

31 July 2022

6. STRATEGIC OVERVIEW

6.1 VISION

The South African Library creates accessible reading opportunities for blind and visually impaired people.

6.2 MISSION

The South African Library for the Blind renders a library and information service to blind and print-handicapped readers through the production of accessible South African reading material in development of a comprehensive library collection and rendering of advisory services to promote access to information.

6.3 VALUES

The focus of the South African Library for the Blind is to make a difference and to add value to the lives of print disabled people. To make this possible, all our activities are guided by the following values:

A. TRUST

We base our working relationship on honesty and integrity.

B. RESPECT

We respect people, time and property equally.

C. TEAMWORK

We work together as a dedicated and loyal team.

D. POSITIVE ATTITUDE

We approach everything in an enthusiastic and constructive manner.

E. COMMUNICATION

We communicate in a responsive, clear and appropriate manner.

F. DEVELOPMENT

We actively support staff and infrastructure development to promote individual and organisational growth.



7. LEGISLATIVE AND OTHER MANDATES

The South African Library for the Blind is recognised in Schedule 3A of The Public Finance Management Act (Act 1 of 1999) as a national public entity.

7.1. Constitutional Mandates

The South African Library for the Blind's mandate is subject to and in accordance with the South African Constitution and the South Africa Library for the Blind Act 91 of 1998. It is legally committed to the values upon which the democratic South African state is founded and in particular to those of equality, human dignity, the advancement of human rights and freedoms, non-racialism, non-sexism, accountability and democracy. In addition, it strives to make a contribution to Africa by being an available resource of advice and expertise on library matters relating to blind and print-handicapped readers.

In support of the above, the South African Library for Blind Act 91 of 1998 mandates the Library to:

- produce documents in special mediums such as braille and audio formats for use by its readers;
- develop standards for the production of such documents;
- research production methods and technology in the appropriate fields; and
- acquire and disseminate the technology required for blind and print-handicapped readers to read.

This mandate commits the Library to:

- maintain the quality of its library and book production services through appropriate resources,
- expand its products and services to people whom have print disability,
- expand its collection of reading material and provide access to it,
- sustain sensitivity for the reading needs of its constituency,
- research applicable technology and braille codes for potential application,
- develop and preserve its human resource skills base,
- maintain and develop good relations with its readers, suppliers, funders, the State and publishers, and
- expand its marketing and fundraising program.

The library serves a very particular constituency and, in this regard,

- it is socially committed to strive, by its own efforts and in co-operation with other role-players on International, National and Local level, for the removal, as far as possible, of barriers to information and
- to provide a quality service to meet, as fully as practicable, the information needs of all South Africans who are blind and print handicapped.

Public Finance Management Act, No. 1 of 1999 (as amended):

- The SALB is committed to comply fully with the provisions of the Public Finance Management Act and Treasury regulations. An area where the Library still falls short of what the Act requires relates to a fully operational Supply Chain Management framework.
- The Library is striving towards achieving this objective. In addition, the Library's financial policies are regularly reviewed in order to ensure continued alignment with the provisions of the Public Finance Management Act and the Treasury Regulations.
- The library has a fully operational internal audit structure in place.

Employment Equity Act, No. 55 of 1998 (as amended):

The SALB as a Public Entity conforms to the requirements of the Employment Equity Act. In the sense that SALB has an Employment Equity Manager, and all employment equity related matters are communicated with all staff, both unionised and non-unionised. An Employment Equity report for the SALB is submitted online to the Department of Labour every year, as required by Legislation. Because the Library employs fewer than 150 employees, we are regarded as a small organization in terms of the Act.

Skills Development Act, No. 97 of 1998 (as amended):

The Management of the SALB places a high value on the skills development of its staff. The Skills Development Act requires designated employers to submit formal Skills Development Plans on an annual basis to the relevant SETA (ETDP SETA). The SALB will ensure that it complies with the requirements of the Act.

Protection of Personal Information Act (POPIA):

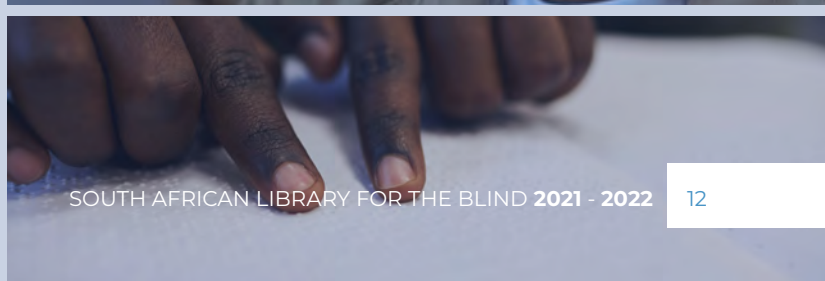
In terms of the POPI Act, the SA Library for the Blind's CEO was appointed as Chief Information Officer for the SALB and registered with the relevant bodies. Training and development in this regard will be arranged in order to appoint more Deputy Information Officers to assist in assuring the SALB complies to the requirements of this ACT.

Promotion of Access to Information Act, No. 2 of 2000 (as amended):

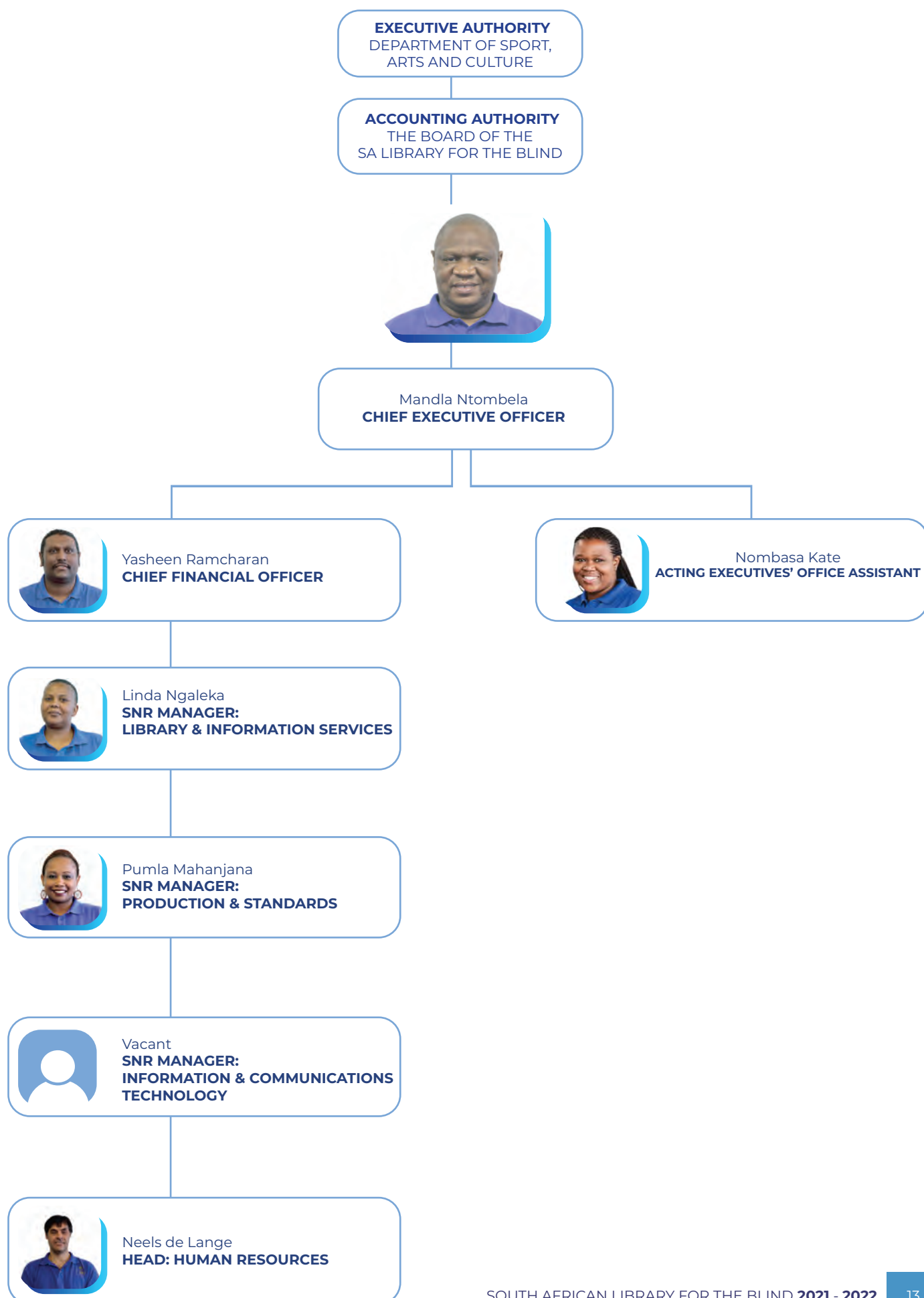
The Library has a PAIA Manual available in English, Afrikaans and isiXhosa. These Manuals will be updated in due course as training of staff in this regard is undertaken. Recent staff changes impacted on the availability of knowledgeable personnel in this regard, which will be addressed as a priority.

Occupational Health & Safety Act, No 85. of 1993 (as amended):

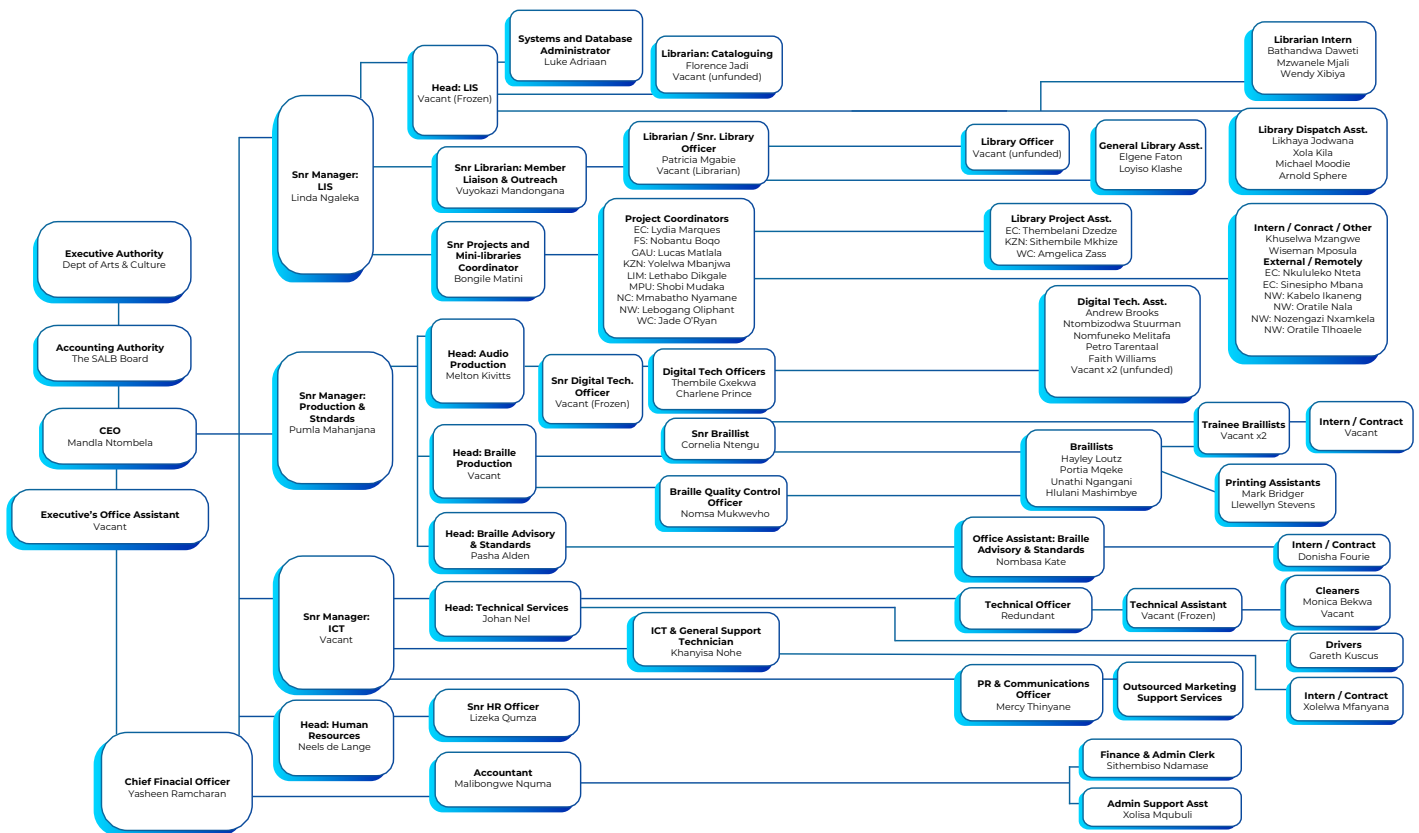
The Library has a Health & Safety Committee in place which operates in compliance with the Act. Frequent reports are submitted, and meetings conducted. Applicable staff received First Aid training and emergency evacuation drills are conducted on a regular basis.



8. ORGANISATIONAL STRUCTURE AS AT 31 MARCH 2022



ORGANISATIONAL STRUCTURE AS AT 31 MARCH 2022



9. SOUTH AFRICAN LIBRARY FOR THE BLIND STAFF PHOTO AS AT 31 MARCH 2022



PART B: **PERFORMANCE INFORMATION** 2021-2022



1. AUDITOR'S REPORT: PREDETERMINED OBJECTIVES

The AGSA currently performs the necessary audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance against predetermined objectives is included in the report to management, with material findings being reported under the Predetermined Objectives heading in the Report on other legal and regulatory requirements section of the auditor's report. Refer to page 53 of the Report of the Auditors Report, published as Part E: Financial Information.

2. OVERVIEW OF PERFORMANCE

2.1. Service Delivery Environment

The SALB operates under Programme 6 of the activities of the Department of Sport, Arts & Culture, i.e. to facilitate full and open access to archival and information resources of South Africa.

In the SALB's case these activities are focused on the blind and visually impaired citizens of South Africa. The objectives of the Library therefore are in support of the Department of Sport, Arts & Culture's objective to guide, sustain and develop Library and information resources of South Africa so that good governance is supported, socio-economic development is sustained and citizens are empowered through full and open access to these resources. There are, however, a number of challenges facing blind and visually impaired people when it comes to access to information resources. These challenges influence the SALB in executing its core mandate and the role it plays on a broader social level. As part of strategic resource planning the Library is faced by the following challenges:

- Scarce skills
- Organisational structure
- Building constraints
- Connectivity
- National funding priority
- Expensive and imported technology
- Target market expansion
- Legal compliance funding needs
- Copyright and International access to reading material

In terms of opportunities the Library is the only one of its kind not only in South Africa but also on the African Continent. Although there are scarce skills in audio and Braille production the Library has well-trained staff to produce accessible reading material for blind and visually impaired people. The Library's content is digitised which makes it easy to distribute material nationally and internationally. The Library plays an important role in collaboration with International organisations such as the World Intellectual Property Organisation to address the lack of sharing digital book files across international borders. The Library is also a member of the International Federation of Library Associations where we share and exchange knowledge about Library service delivery to our unique market. The Library has added a third reading format to its production line, i.e. tactile books for children. This contributes to literacy and the love for reading with children. Collaboration with Provincial Library Authorities contributed to the establishment of

Digital Library Service Points in various public libraries. Expanding the membership base of the Library through this Mini-Library Project is crucial to reach as many members as possible.

The Mzansi Golden Economy of DSAC provides additional opportunities for the SALB specifically in skill development and employment. During the year under review, the appointment of an Intern was renewed for the full Financial year as part of the programme to train and develop persons in African language Braille not native to Eastern Cape. This is to work towards increasing our collection of braille material in all languages in South Africa.

2.2. Organisational Environment

The Library is a National Institution with very unique functions as the only Library for the Blind in the country and on the African Continent. The Library is therefore fully dependent on itself in terms of working out its organisational challenges in terms of audio and Braille book production, training of staff in these disciplines and obtaining and making available the necessary resources to render services and products.

The Board members are Advocate Michael Masutha (Chairperson of the Board), Mr Xolisa Yekani (Deputy Chairperson), Dr Hamilton Mphidi, Mr Mandla Buthelezi, Ms Mpelegeng Kganedi, Ms Ditaba Maraka, Dr Shirlene Neerputh, Ms Elizabeth Ramaoka, and Mr Niesh Ravgee. The Annual Performance Plan of the SALB for 16 SOUTH AFRICAN LIBRARY FOR THE BLIND 2020 - 2021 the 2020 / 2021 Financial Year was approved by the Board during January 2021.

The Library places a high value on the implementation of a comprehensive training and development plan to expand and improve the skills of Library staff and the volunteers of the Library. This is necessary because of the unique skills required by the Library.

The Covid-19 pandemic had a colossal impact on the employment market and the livelihoods of South Africans. The President, Mr Ramaphosa made a call to employers in the private and public sector to attempt to sustain or generate jobs, even if it is in the short term, for those who lost jobs due to the negative impact the lockdown restrictions had on many employers. The minister of Sport, Arts and Culture appealed to Public Entities to heed the call. With the approval of the Board of the SALB, 5 employees were appointed on short term contracts on the Covid-19 Stimulus programme.

A project has been registered with the Department of Public Works to redesign the Library building to accommodate its medium and long-term space needs.

The Library's functions are in support of the Vision and Mission of the Department of Sport, Arts & Culture. Through the production and distribution of accessible media to blind and visually impaired people in South Africa this target group becomes part of social cohesion, nation-building, sharing in the art and culture of South Africa and as well as its languages.

The organisational environment is limited due to the small but important market served but the challenges faced by the market are huge in terms of accessibility to reading material.

Nationally

The core performance environment of the Library is guided but not limited to the broad goals and objectives of the Department of Sport, Arts & Culture with specific reference to:

- Access to information through continued production of accessible reading material and to participate with International Organisations to allow the free exchange of book files between countries;
- Revitalizing the public libraries of South Africa through the establishment of Digital Mini-Library service points in public libraries of all the provinces in South Africa;
- Promotion of Linguistic Diversity through the production of accessible reading material in all the official languages of South Africa as well as tools in applying international rules and standards in developing training material in those languages.

In addition, the Library will consider various options to provide Internet access for our members to allow access to electronic accessible services. The Library will increase its print and electronic marketing efforts to raise its visibility and collaborate with various organisations to attract more members.

The continuously growing financial and other resource demands of the annual audits will be raised and discussed with the Board and the Office of the Auditor-General in an effort to find a solution to the challenge.

Africa

The Library will identify opportunities to promote the work done by the Library in Africa. We will pursue opportunities to form partnerships with organisations in countries with established infrastructure to render Library Services or general services to blind and Visually Impaired people. This will be done with the assistance of strategic partners, nationally and internationally.

Internationally

The Library is a member of the International Federation of Library Associations Section for Libraries Serving People with Print Disabilities. The outgoing CEO was an active member of the Section. The Library is a founding member of the Accessible Book Consortium (ABC) under the auspices of the World Intellectual Property Organisation (WIPO) which is one of the specialised agencies of the United Nations. The Library is an active member of the ABC Global Book Service in terms of uploading and downloading accessible books for all international members of the Service. SALB members enjoy the benefits of over 355,000 titles accessible free from our catalogues. Library Management in association with other stakeholders such as the National Council for Library and Information Services continues to lobby the South African Government, i.e. the Department of Trade and Industry to ratify the Marrakesh Treaty. Once the Treaty is ratified it will make it possible to obtain access to titles internationally, offering a broader choice for the registered library members.

2.3. Key Policy Developments and Legislative Changes

No Legislative or policy changes were instituted during the reporting period that affected the work of the Library.

2.4. Strategic Outcome Oriented Goals

The strategic goal of the Library is to render a National Library Service to blind and visually impaired people. This has been achieved during this reporting period as indicated in the following section where the performance of the various sections of the Library is explained. The Library achieved 100% out of the total of 26 objectives set for the year.

3. INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION

Strategic Outcome Oriented Goal:

Rendering a national library and information service to blind and print-handicapped readers.

Goal statement:

The South African Library for the Blind (SALB or "the Library") renders a National Library and Information Service through registering blind and print-handicapped readers/members, production, and collection management for user services.

Institutional Performance Information

Impact Statement:

To provide effective and efficient Financial, Human Resource and Information and Communication Technology (ICT) administration and corporate governance; by being fair, accountable, responsible and transparent.



PROGRAMME 1: ADMINISTRATION

Sub-programme: Finance, Human Resource and ICT support services

Goal:

To render administrative and support services to the SALB Board, the Chief Executive Officer and the management team of the Library.

Purpose:

This programme is primarily responsible for providing support to the SALB Board, the Chief Executive Officer (CEO) and the Management team of the Library.

The programme is responsible for recording, reporting and providing relevant management information required by legislation to the Board and the CEO relating to Financial, Human Resource and ICT compliance matters.

1.1. Finance Management

Strategic objectives, performance indicators planned targets and actual achievements

No.	Outcome	Output	Output Indicator	Audited Actual Performance 2019/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
1.1.1	Compliance with the legislation and regulations as per the legislative mandate/s applicable to the Library and ensuring that controls implemented are aligned to the resources available.	Unqualified audit report from External auditor (AGSA) and no high/critical matters raised from internal audit reports.	Unqualified external audit (AGSA) report annually.	Unqualified Opinion.	Unqualified Opinion.	Unqualified Opinion.	Unqualified audit report received from the AGSA for the 2020/2021 audit.	None	None

1.2. Human Resources Management and Development

Strategic objectives, performance indicators planned targets and actual achievements

No.	Outcome	Output	Output Indicator	Audited Actual Performance 2021/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
1.2.1	To have and nurture a competent and diverse workforce that will deliver on the Library's mandate.	Implementation/ management of effective recruitment; training and development; and performance management systems.	Monthly sectional reports on Human Resources matters.	N/A	12 reports	12 reports	12 reports monthly sectional reports on human resources matters.	0	None
1.2.2	Job creation and youth empowerment.	Number of internship opportunities created and/or sustained.	Number of internship opportunities created and/or sustained.	N/A	12 reports	12 reports	3 internship opportunities sustained.	0	None

1.3 Information and Communication Technology and support services

Strategic objectives, performance indicators planned targets and actual achievements

No.	Outcome	Output	Output Indicator	Audited Actual Performance 2019/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
1.3.1	ICT governance and administration - to ensure that ICT supports the overall business objectives and mandate of the Library.	Reliable and efficient ICT services in accordance with industry norms and standards.	Quarterly ICT steering committee reports.	N/A	4 reports	4 reports	12 reports monthly sectional reports on human resources matters.	-1	Due to the position of a key staff member (Snr Manager: ICT) becoming vacant twice in the same year.
1.3.2	Preparation of playback devices.	Preparation of playback devices for distribution to members.	Monthly sectional Reports i.r.o number of playback devices prepared for distribution.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None
1.3.3	Service and/or replacement of playback devices.	Service and/or replacement of playback devices and returned to members.	Monthly sectional Reports i.r.o. number of playback devices serviced/ repaired/ replaced.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None

Notes:

- Where the Audited Actual Performance is indicated as N/A, it means that the indicator was not part of that specific year's Annual Performance Plan and thus no baseline exists.
- The monthly and/or quarterly reports to the Executive Management illustrates the progress achieved in meeting the objectives.
- Under objective 1.3.2, 12 monthly reports on the preparation of playback devices were submitted and reported that 259 players were prepared for the year.
- Under objective 1.3.3, 12 monthly reports on serviced, repaired, or replaced playback devices were submitted. For the year, 340 players were either serviced, repaired, or replaced.

PROGRAMME 2: BUSINESS DEVELOPMENT

2.1 Library and Information Services

Impact Statement:

To ensure service delivery to all registered library members of the SALB.

Goal:

To develop a balanced collection of reading material as well as render and expand library and information services to blind and print-handicapped readers.

Purpose / Functions:

This programme is responsible for:

- Establish, manage and maintain the integrated electronic Library Management System that seamlessly correlates all library functions.
- Maintain the records of the members of the Library.
- Issue and receive reading material and reading devices to the members of the Library as well as mini-libraries.
- Ensure quality control of library collection and manage the distribution supply chain of library records through our distribution chain.
- Develop the collection of the Library through selection, acquisitions and cataloguing.
- Administer copyright management matters.
- Promote information access of library resources.
- Administer inter-library loans from international suppliers.

Strategic objectives, performance indicators planned targets and actual achievements

No.	Outcome	Output	Output Indicator	Audited Actual Performance 2019/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
2.1.1	Book titles added to the catalogue (includes Audio; Braille and Tactile).	Catalogued book titles.	Monthly sectional report i.r.o. catalogued books.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None
2.1.2	Indigenous languages book titles added to the Catalogue.	Catalogued indigenous languages book titles.	Monthly sectional report i.r.o. catalogued books.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None
2.1.3	Magazine and newspaper titles added to the catalogue.	Catalogued magazine and newspaper titles.	Monthly sectional report i.r.o. catalogued magazine and newspaper titles.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None
2.1.4	Registration of new library members.	Library membership registrations.	Monthly sectional report i.r.o. library membership registrations.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None

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No.	Outcome	Output	Output Indicator	Audited Actual Performance 2019/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
2.1.5	Coordinating establishment & support of mini-library service points.	Coordinating new mini-library service points and supporting existing sites.	Monthly sectional report i.r.o. coordination of new mini-library service points and supporting existing sites.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None
2.1.6	Circulation of reading material to library members.	Circulation of reading material.	Monthly sectional report i.r.o. circulation of reading material.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None
2.1.7	Downloading of books from the Accessible Book Consortium (ABC) and related platforms.	ABC and related platform files downloaded.	ABC and related platform files downloaded.	100	200	210	211	+1	More files became available, thus we overachieved while still consuming the same resources as budgeted for.
2.1.8	To reach out to African countries to develop capacity to render library and information services to blind and visually impaired people.	African country outreach.	African country outreach.	1	1	1	1	0	None

Notes:

1. Where the Audited Actual Performance is indicated as N/A, it means that the indicator was not part of that specific year's Annual Performance Plan and thus no baseline exists.

2. The monthly and/or quarterly reports to the Executive Management illustrates the progress achieved in meeting the objectives.

3. Under objective 2.1.1, monthly reports on the number of titles catalogued were submitted. For the year 1,127 titles were catalogued.

4. Under objective 2.1.2, out of the 1,127 titles that were catalogued (refer note above), 83 were indigenous titles.

5. Under objective 2.1.4, 12 monthly reports on the number of membership registrations were submitted. For the year, 289 new members were registered.

6. Under objective 2.1.5, 12 monthly reports from the senior coordinator of mini-library service points were submitted. For the year, 13 new mini-libraries were established.

7. Under objective 2.1.6, 12 monthly reports on books circulated were submitted. For the year 44,946 books were circulated.

8. Under objective 2.1.8, correspondence with Namibia took place and a report submitted to the Board to note the engagement.

2.2 Braille Production

Impact Statement:

Producing Braille content in all 11 of South Africa's Official Languages for the benefit of blind and print-handicapped readers of the SALB.

Goal:

To produce quality braille material.

Purpose/Functions:

The core function of Braille Production is to produce high quality, error-free braille material for people and library members who are visually impaired. This is achieved through the services of highly skilled braillists.

Strategic objectives, performance indicators planned targets and actual achievements

No.	Outcome	Output	Output Indicator	Audited Actual Performance 2019/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
2.2.1	Production of SALB braille books.	In-house produced SALB braille books titles.	In-house produced SALB braille books titles.	240	240	240	241	+1	More titles could be produced with the given resources and budget.
2.2.2	Customising of supplier braille titles.	Customising of externally produced braille book titles.	Customising of externally produced braille book titles.	250	250	250	252	+2	More titles could be customised with the given resources and budget.
2.2.3	Production of indigenous languages braille books.	Indigenous languages braille books produced and customised.	Indigenous languages braille books produced and customised.	35	35	35	36	+1	More indigenous titles could be produced and customised with the given resources and budget..
2.2.4	Production of braille newspapers and magazines.	Processing of braille newspapers and magazines monthly.	Monthly sectional report i.r.o. braille newspapers and magazines produced.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None

Notes:

- Where the Audited Actual Performance is indicated as N/A, it means that the indicator was not part of that specific year's Annual Performance Plan and thus no baseline exists.
- The monthly reports to the Executive Management illustrates the progress achieved in meeting the objectives. The submitted reports will indicate quantitative statistics, wherever applicable.
- Under objective 2.2.3, out of the 493 braille titles produced and customised (indicator 2.2.1 and 2.2.2), 36 were indigenous language titles.

2.3 Audio Production

Impact Statement:

Producing audio/digital content in all 11 of South Africa's Official Languages for the benefit of blind and print-handicapped readers of SALB.

Goal:

To produce quality audio reading material based on international accessibility standards.

Purpose / Functions:

Audio Production is responsible for producing audio reading material in accessible formats. Part of this responsibility is to incorporate the use of specialized technology, systems and audio formats to enhance the reading experience of blind and print-handicapped readers.

Strategic objectives, performance indicators planned targets and actual achievements

No.	Outcome	Output	Output Indicator	Audited Actual Performance 2019/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
2.3.1	Production of SALB audio books.	In-house produced SALB audio books titles.	In-house produced SALB audio books titles.	270	270	270	272	+2	More titles could be produced with the given resources and budget.
2.3.2	Customising of supplier audio titles.	Customising of externally produced audio book titles.	Customising of externally produced audio book titles.	330	330	330	333	+3	More titles could be customised with the given resources and budget.
2.3.3	Production of Indigenous languages audio books.	Indigenous languages audio books produced and customised.	Indigenous languages audio books produced and customised.	N/A	35	35	47	+12	Additional titles received from mini-library studios which were produced earlier than anticipated. No impact on resources/budget.
2.3.4	Production of Audio newspapers and magazines..	Processing of audio newspapers and magazines monthly	Monthly sectional report i.r.o. audio newspapers and magazines produced.	N/A	12 reports	12 reports	12 monthly sectional reports submitted.	0	None

Notes:

1. Where the Audited Actual Performance is indicated as N/A, it means that the indicator was not part of that specific year's Annual Performance Plan and thus no baseline exists.

2. The monthly reports to the Executive Management illustrates the progress achieved in meeting the objectives. The submitted reports will indicate quantitative statistics, wherever applicable.

3. Under objective 2.3.3, out of the 605 audio book titles produced and customised (indicator 2.3.1 and 2.3.2), 47 were indigenous language titles.

2.4 Braille Advisory and Standards

Impact Statement:

Increased awareness and education in braille and tactile standards in partnership with key stakeholders.

Goal:

To develop and standardise braille and to produce tactile books according to international standards.

Purpose/Functions:

The Library's statutory mandate goes beyond the production of braille. It encompasses an additional function of standard setting, including the following tasks performed by this section:

Strategic objectives, performance indicators planned targets and actual achievements

No.	Outcome	Output	Output Indicator	Audited Actual Performance 2019/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
2.4.1	Production of SALB tactile books.	SALB tactile books produced and customised.	Production of tactile books.	18	30	30	30	0	None
2.4.2	Braille and tactile education outreach to schools and/ or early childhood centres.	Report from SALB representative/s to CEO and management of SALB.	Quarterly sectional report i.r.o. braille and tactile education outreach.	N/A	4 reports	4 reports	4 quarterly sectional reports submitted	0	None
2.4.3	Administration of braille transcribers including examination when appropriate.	Assessment report and/or results from examination process.	Annual sectional report i.r.o. administration of braille transcribers including examination when appropriate.	N/A	1 report	1 report	1 annual sectional report submitted.	0	None

Notes:

1. Where the Audited Actual Performance is indicated as N/A, it means that the indicator was not part of that specific year's Annual Performance Plan and thus no baseline exists.
2. The quarterly and/ or annual reports to the Executive Management illustrates the progress achieved in meeting the objectives. The submitted reports will indicate quantitative statistics, wherever applicable.

PROGRAMME 3: PUBLIC ENGAGEMENT

3.1 Marketing and Promotion

Impact Statement:

To promote the work and activities of the Library through appropriate marketing communication channels.

Goal:

To reach out to Library members, the public at large and potential funders to highlight the work of the SALB.

Purpose/Functions:

Marketing and promoting the Library's products and services.

Strategic objectives, performance indicators planned targets and actual achievements

No.	Outcome	Output	Output Indicator	Audited Actual Performance 2019/2020	Audited Actual Performance 2020/2021	Planned Annual Target 2021/2022	Actual Achievement 2021/2022	Deviation from Planned Target to Actual Achievement	Reasons for Deviations
3.1.1	Marketing and promoting the Library's products and services.	Quarterly reports on marketing initiatives.	Quarterly sectional report i.r.o. marketing initiatives.	N/A	4 reports	4 reports	4 quarterly sectional reports submitted	0	None

Linking Performance with Budgets

	2020 / 2021			2021 / 2022		
Programme / Activity / Objective	Budget	Actual Expenditure	Underspend	Budget	Actual Expenditure	Underspend
	R '000	R '000	R '000	R '000	R '000	R '000
Programme 1 - Administration	24,056	20,624	3,432	29,311	21,125	8,186
Programme 2 - Business Development	14,951	10,511	4,440	16,018	11,332	4,686
Programme 3 - Public Engagement	230	208	22	500	296	204
Total	39,237	31,343	7,894	45,829	32,753	13,076

The table above is a brief summary of the budget and expenditure per programme, and more detailed information is contained in the Annual Financial Statements including reasons for underspending.

INSTITUTIONAL RESPONSE TO THE COVID-19 PANDEMIC COMBINED WITH BUILDING CONSTRUCTION

The COVID-19 pandemic was still very prominent during the 2021/2022 financial year, although there were slight variations in the lockdown restrictions as time went by. During the year 2021/2022 a major building and renovations project commenced at the SALB. This resulted in the full courtyard area of the Library having been handed over to the building contractors to commence with the work. An entire flank of offices had to be vacated for construction work to take place.

Given that SALB now had even less office space to accommodate all staff and still be in compliance with COVID-19 social distancing protocols, a combination of working-from-home and alternating-work-week arrangements had to be implemented at the office.

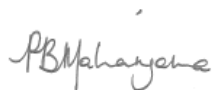
The Library's management has ensured that the necessary health and safety precautions remained in place and that any major health and safety risks were mitigated.

Despite best efforts, due to the nature of the virus, there were times when services were interrupted to ensure decontamination protocols could be followed and contact tracing in relation to staff who tested positive for the virus could be performed. Such instances were carefully controlled and monitored.

In 2020/2021 R 287 000 was spent on COVID-19 related expenses for own institutional uses and in the 2021/2022 financial year R 133 000 was spent.

4. REVENUE COLLECTION

The main source of revenue for the Library is the subsidy provided by the National Department of Sport, Arts and Culture (DSAC). The amount received for the 2021/2022 year was R25,578,000, which was budgeted for and fully utilised. The other income classification is contained in the Statement of Financial Performance in the Annual Financial Statements.



Acting Chief Executive Officer
Ms Pumla Mahanjana
31 July 2022



Chairperson of the Board
Mr Xolisa Yekani
31 July 2022

5. CAPITAL INVESTMENT

Nothing to report.



PART C: **GOVERNANCE** 2021-2022



1. INTRODUCTION

The South African Library for the Blind governance processes comply with existing corporate governance processes and systems. All activities of the Library are directed, controlled and can be accounted for. In addition to the requirements of the South African Library for the Blind Act 91 of 1998 corporate governance is applied through the precepts of the Public Finance Management Act (PFMA) and run in tandem with the principles contained in the King's Report on Corporate Governance where applicable. The Library reports to Parliament once a year and meets with the Portfolio Committee when required.

2. PORTFOLIO COMMITTEES

No Portfolio Committee meetings were scheduled during 2021/2022.

3. EXECUTIVE AUTHORITY

The Management of the Library submitted four quarterly reports to the Department of Sport, Arts and Culture as required.

4. THE ACCOUNTING AUTHORITY/BOARD

The SALB Board is appointed in accordance with the South African Library for the Blind Act 91 of 1998. The Board is responsible and accountable for the Library's performance and strategic direction.

The role of the Board is as follows:

- (a) to formulate the policies of the South African Library for the Blind;
- (b) to approve the budget of the South African Library for the Blind;
- (c) to approve the financial statements of the South African Library for the Blind;
- (d) to advise the Minister with regard to matters with which the South African Library for the Blind is concerned; and
- (e) to furnish the Minister with such information as the Minister may require.

Board Charter

The Board Charter was approved by the Board during August 2008 and reviewed during every board term thereafter. The Board aligns its legal responsibilities with the Charter and complies with all requirements.

Composition of the Board

Name	Designation	Date Appointed	Date Resigned	Qualifications	Area of Expertise	Board Directorships
Adv Masutha T.M	Chairperson	September 2019	August 2021	B.luris, University of Limpopo LLB, Wits	Minister of Justice and Correctional Services: 2014-2019 Deputy Minister of Science and Technology: 2013-2014	Founding member of the Northern Transvaal Association of the Blind Served on the Executive Committee, National Council for the Blind: 1989-1996 Director of the Disability Rights Unit, Lawyers for Human Rights
Mr Yekani X	• Chairperson • Deputy Chairperson	• November 2021 • September 2019	N/A	BA Honours (Journalism) BA Media Studies	Research Strategic Management	Nkosinathi Foundation for the Blind and Partially Sighted Persons SABC National Disability Committee Deputy Chair Provincial EE Committee SANCB
Ms Kganedi M	• Deputy Chairperson • Board Member	• March 2022 • September 2019	N/A	B Comm. Degree in Accounting & Business Management, University of Johannesburg	Team Leader, Consulting For Camelsa Chartered Accountants: 05/2015 – 09/2015 Chief Financial Officer, Pan South African Language Board: 08/2012 – 01/2014 Deputy Director Management Accounting & Assets, Department of Roads and Transport: 07/2009 – 07/2012 Deputy Director: Budgeting And Cashflow Management, Department of Human Settlements: 06/2006 – 06/2009	
Mr Buthelezi M	Board Member	September 2019	N/A	BA Hons, UNISA BA, UNISA Post Graduate Diploma in Marketing Management, UNISA Media Management Programme, University of Stellenbosch	Director: Mzansi On-line, National Library of South Africa: 2014-2018 Regional Manager, Oxford University Press: 2010-2014 National Manager: Marketing, Via Africa Publishers: 1987-2010 Educator, Department of Education – KZN: 1980-1987	

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Composition of the Board Continues

Name	Designation	Date Appointed	Date Resigned	Qualifications	Area of Expertise	Board Directorships
Ms Maraka D	Board Member	September 2019	N/A	Managing Member, Fallout 1132cc: 2000-to date Human Resources Manager, Lepelle Northern Water: 2003-2004 Social Consultant, Roads Agency Limpopo: 2008-2012 Consulting Manager, NIA-COSMEC: 2004-2005 HR Senior Manager, Legal Aid Board: 2002-2003 HR Manager, Eskom – Mpumalanga: 1999-2001 HR Community Development Manager, Eskom Matimba Power Station: 1996-2001 School Psychologist, Department of Education: 1986-1996 HOD/School Principal, Limpopo Department of Education: 1981-1986	Minister of Justice and Correctional Services: 2014-2019 Deputy Minister of Science and Technology: 2013-2014	Founding member of the Northern Transvaal Association of the Blind Served on the Executive Committee, National Council for the Blind: 1989-1996 Director of the Disability Rights Unit, Lawyers for Human Rights
Dr Neerupth S	Board Member	September 2016	N/A	BA B Bibl Honours B Bibl Masters PhD (Library & Information Science)	Library Management & Leadership	CHELSA Liasa SABINET National Library for the Society for the Blind
Dr Mphidi H	Board Member	September 2019	N/A	Doctor of Philosophy (Information Science), University of Pretoria Magister Informationis Scientiae (Information Science), University of Pretoria	Library Management & Leadership	

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Composition of the Board Continues

Name	Designation	Date Appointed	Date Resigned	Qualifications	Area of Expertise	Board Directorships
Dr Mphidi H	Board Member	September 2019	N/A	Bachelor of Library and Information Science (Honours), University of Pretoria Bachelor of Library and Information Science (with distinction), University of Pretoria	Deputy Director Innovation and Technology Transfer, Tshwane University of Technology (TUT): 2008 – Present Manager – Technology Enablement, SASOL: 2007 – 2008 Manager – Library and Knowledge Management, Financial and Fiscal Commission (FFC): 2006 – 2007 Senior Information Specialist, Embassy of the United State of America: 2006 Information Specialist, University of Pretoria: 2000 - 2006 Information Assistant, University of Pretoria: 1999 – 2000	Incubator: 2019 (Present)
Ms Ramaoka E	Board Member	September 2016	N/A	MA (Information Studies)	Research Monitoring and Evaluation Information management Strategy development and analysis Policy development and analysis	
Mr Ravgee N	Board Member	September 2016	N/A	Bsc (Info Proc) H.Dip.Accounts CA (SA)	Financial Management	IRBA SAICA IRMSA IOD

REMUNERATION OF BOARD MEMBERS

As per note 21 (found in Part E) of the Annual Financial Statements

Board Term : 1 April 2021 - 31 March 2022	2022
	R 000's
Board fees:	71
M Kganedi (Deputy Chairperson)	14
S Neerputh	11
E Ramaoka	6
N Ravgee	4
M Masutha	4
M Mphidi	11
M Buthelezi	9
D Maraka	12

5. RISK MANAGEMENT

A Risk Management Policy is in place as confirmed by the Library's Internal Auditors. The strategy is based on the policy. Regular risk assessments are performed as required and verified by the Internal Auditors and the Library's Audit Committee. The management team of the Library serves as a Risk Management Committee which is led by the Chief Financial Officer. The CFO and the CEO are responsible for addressing and mitigating identified risks.

6. INTERNAL CONTROL UNIT

The Snr Management Team of the SALB functions as the Internal Control Unit. Regular meetings are conducted. Issues are raised with the Board where applicable during their meetings.

7. INTERNAL AUDIT AND AUDIT COMMITTEES

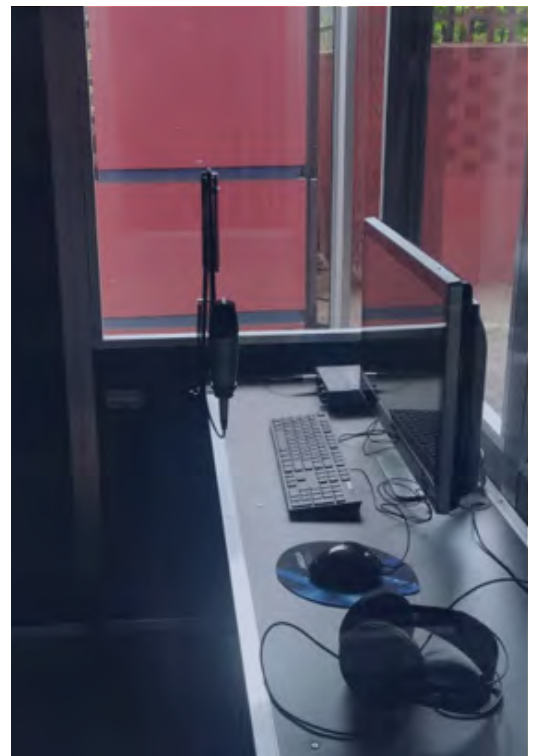
The key activities and objectives of the internal audit are as follows:

- Performing an assessment of the adequacy and effectiveness of the risk management processes;
- Analysing and evaluating defined business processes and associated controls;
- Evaluating the effectiveness of controls over the reliability and integrity of certain defined information for management purposes, with particular emphasis on financial information;
- Ascertaining the level of compliance with policies, plans, procedures, laws and regulations applicable to the work undertaken;
- Assessing the adequacy of controls to safeguard assets, including intangible assets applicable to the work undertaken;
- Assessing whether significant IT and capital projects, strategic programs and plans are appropriately documented, approved and implemented;
- Drawing attention to any failure by management to take remedial action with respect to control weaknesses identified and reported; and
- Assist the Audit Committee in achieving its objectives by evaluating processes.

The key activities and objectives of the audit committee are:

- To oversee the internal audit;
- Be responsible for recommending the appointment of the external auditor and to oversee the external audit process;
- Oversee integrated reporting and should have regard to all factors and risks that may impact on the integrity of the integrated report;
- Perform Risk management;
- Provide oversight on Information Technology Governance;
- Provide general oversight and reporting of sustainability by reviewing the integrated report to ensure that the information contained in it is reliable and that it does not contradict the financial aspects of the report;
- Oversee the provision of assurance over sustainability issues; and
- Ethics, Compliance, and Whistleblowing – be responsible for monitoring the ethical conduct of the library, its executives, and senior officials, by Reporting and Accountability - an independent role with accountability to the board.

A summary of the internal audit work done is provided in the report of the Audit Committee Chair.



8. COMPLIANCE WITH LAWS AND REGULATIONS

The Library complies with all applicable Laws and Regulations and is audited internally and externally for compliance.

9. FRAUD AND CORRUPTION DISCLOSURE

Two matters involving the two SALB employees respectively have recently come to the notice of the Board. Given the seriousness of the two matters, the Board appointed forensic auditors to investigate and report on the full extent of the matters to allow for the Board to take proper and decisive action in terms thereof. The investigation is still in progress.

10. MINIMISING CONFLICT OF INTEREST

The Board and Snr Management of the Library are aware of the potential conflict of interest that may arise in the supply chain management process. This is due to the small staff component of the Library in senior positions. Within this confinement delegations are carefully assigned in an effort to minimize conflict of interest. This matter was raised during the recent external audits.

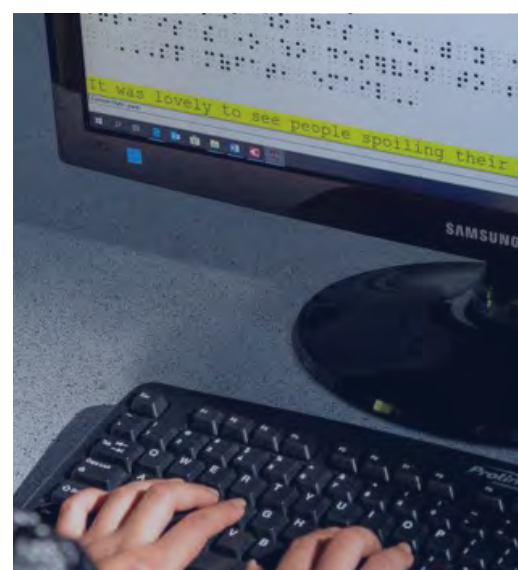
11. CODE OF CONDUCT

- a.** The SA Library for the Blind (SALB) is a National Statutory Organisation and an Agency of the Department of Sports, Arts and Culture.
- b.** As employees of the SA Library for the Blind, we embrace the spirit of the Constitution of the Republic of South Africa and the Bill of Rights, as well as other Government policies, regulations, and guiding documents.
- c.** We value life and human dignity and stand firmly opposed to gender-based violence and the abuse of woman and children.

The purpose of the Code of Conduct within the context of the SALB is to:

- a.** Record, and communicate in writing, a set of guidelines in terms of acceptable conduct and ethical behaviour observed by all employees of the SALB;
- b.** Maintain a healthy and positive organizational culture at the SALB;
- c.** Ensure the observance - by all staff of the SALB - of the Vision, Mission and Mandate of the SALB, the SALB Values, its policies, procedure guidelines, standards, documents, etc.; as well as the broader Government objectives and goals, including, but not limited to drives and initiatives aimed at eliminating and/or eradicating gender-based violence and the abuse of woman and children.

In instances of breach of the SALB Code of Conduct by a staff member, an investigation will follow, and disciplinary processes implemented as and where required.



12. HEALTH AND SAFETY AND ENVIRONMENTAL ISSUES

Compliance:

The South African Library for the Blind complies with the OHS&E Act, 85 of 1993, in the following manner:
Health and Safety Representatives: Compliance according to H&S act: Every institution/business/ entity, which employs 20 or more people, in a shop/office type environment must comply by having ONE representative for every 100 workers, or part thereof. The SALB had 4 Health and Safety Representatives for just over 40 employees during the year 2021/2022.

First Aid: Compliance according to H&S act: One First Aider must be available during a shift. The SALB has 3 qualified First Aiders on their staff complement.
H&S Committee: The Representatives must have regular meetings to discuss OH&S issues. This has been changed in the new Act to a H&S committee meeting once every quarter, and that the minutes of these meetings must now be signed by the CEO of the organisation. The SALB conducted these meetings regularly when there were contractors on site. These will now take place once a quarter and the minutes signed by the CEO. The minutes of these meetings will be kept for a minimum of 3 years, on file.

Evacuation plans: Evacuation procedures must be in place and personnel must be made aware of procedures. The SALB does have a comprehensive evacuation plan. Due to the building renovations currently taking place at the Library, evacuation drills have not been held as not all regular exit points are available at present. SALB staff are kept informed of developments as the building process proceeds.

The Library has an Evac-Chair to assist, where relevant, people down a staircase. Training on how to use this chair to evacuate an injured staff member from the building in the event of an injury which prevents them from doing so themselves, was given to Senior Managers and the First Aiders. The fire extinguishers in the Library are serviced and checked annually by a registered company under contract by NDPW. Proof of the visits can be seen on the service card of each fire extinguisher. The elevator in the Library is checked once a month, by registered experts, also under contract by NDPW.

Records of these monthly inspections and the repairs that were required, if necessary, are noted on these inspection documents, and are kept on file.

During periods of loadshedding and while the building renovations contract is underway, the SALB elevator is only used if goods need to be taken up to the first floor. It is not used for persons, as electrical faults or flicks (surges) may cause the elevator to become stuck between floors.

13. COMPANY / BOARD SECRETARY

Not applicable

14. SOCIAL RESPONSIBILITY

The core function of the library, i.e. to render a library and information service to blind and print handi-capped people is a social responsibility service. Services are rendered to any blind person free of charge. The library also provides volunteer work to more than 50 narrators, proof readers, copy typists and braillists across South Africa who assist the Library to produce Audio and Braille reading material.



15. ANNEXURE B: REPORT OF THE AUDIT COMMITTEE

We are pleased to present our report for the financial year ended 31 March 2022.

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 51(1)(a)(ii) of the Public Finance Management Act and Treasury Regulation 27.1. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its Audit Committee Charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein, except that we have not reviewed changes in accounting policies and practices.

Audit Committee Members and Attendance at Meetings

In terms of the audit committee charter and Section 77(1)(b) of the Public Finance Management Act, the audit committee has met at least twice in respect of the financial year. Details of the meetings were as follows:

	Mr L Coopasamy	Ms A van der Merwe	Mr N Latif-Kader	Mr H Harnett
Qualifications & Designation	M.Com (UP) CA (SA)	B.Acc Hons UFS CA (SA)	M.Com (UP) CA (SA)	B.Acc & LLB Rhodes Univ. CA (SA)
Role	Chairperson (2018 to 2021)	Member Chairperson	Member	Member
Appointed / Re-appointed	01 Jun 2016 01 Aug 2018	01 Aug 2018 01 Aug 2021	01 Aug 2018 01 Aug 2021	01 Aug 2021
Resignation date	31 Jul 2021	N/A	N/A	N/A
Meeting attendance:				
25 May 2021	✓	✓	✓	N/A
15 July 2021	✓	✓	✓	N/A
27 October 2021	N/A	✓	✓	✓
15 March 2022	N/A	✓	✓	✓

The Effectiveness of Internal Control

Our review of the findings of the Internal Audit (IA) work, which was based on the risk assessments conducted at SALB, revealed certain weaknesses which were then raised with SALB management. Ratings ranging from Low to High were assigned to each finding based on the impact of the weakness in internal control and the threat of financial loss to the organisation.

The following internal audit reviews were completed during the year under review over the following areas:

- Annual financial statements review
- Audit of Predetermined Objectives: review SP, APP and usefulness & reliability of reported information
- Disaster Management review
- COVID-19 compliance review
- Bank and Cash review
- Supply Chain Management review
- Review of Audit Committee charter & Internal Audit charter
- HR Management review
- Asset Management review
- Follow-up reviews from previous IA findings and AGSA Management Report findings for FY2020/2021

Issues identified were not significant and others were of a housekeeping nature. All prior year findings were adequately addressed and resolved.

There were two instances of alleged financial misconduct by senior executives reported during May 2022. The board of the SALB appointed a forensic auditor to investigate these matters. The Audit Committee noted this and await the outcome of the investigations. These matters will be a standing agenda item for Audit Committee meetings held during the new financial year until such time that investigative outcomes have been reached.

The Audit Committee, Internal Audit and SALB management acknowledged that internal controls in terms of identification and eradication of financial misconduct need to be improved and a strategy will be implemented to improve and introduce the relevant controls.

In-Year Management and Monthly / Quarterly Reports

The public entity has reported quarterly to National Treasury as is required by the PFMA.

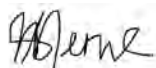
Evaluation of Financial Statements

The audit committee has reviewed the annual financial statements prepared by the public entity.

Auditor's Report

The audit committee has reviewed the entity's implementation plan for audit issues raised in the prior year and we are satisfied that the matters have been adequately resolved.

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



Anje van der Merwe CA(SA)

Chairperson of the Audit Committee
The South African Library for the Blind
26 July 2022

the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria, Gauteng, 0002
Tel: +27 (12) 394 1535 Fax: +27 (12) 394 2535
Private Bag X84, Pretoria, Gauteng, 0001
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Mr Malibongwe Nquma
South African Library for the Blind
112B High Street
Makhanda (Grahamstown)
Eastern Cape
South Africa
6140

Per e-mail: Malibongwe.Nquma@salb.org.za

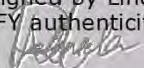
Dear Mr Malibongwe Nquma

COMPLIANCE REPORT FOR SOUTH AFRICAN LIBRARY FOR THE BLIND

1. We acknowledge receipt of your B-BBEE compliance report submitted on 15 September 2021, as prescribed by section 13G of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003) as amended by Act 46 of 2013 ("the B-BBEE Act").
2. The following reference number **9/9/2021** has been assigned to this matter, and it must be cited on all future correspondence.
3. Should you wish to clarify any issues raised in this latter, please do not hesitate to contact us on +27 12 394 1535 or MRamare@beecommission.gov.za

We look forward to your cooperative towards creating an inclusive industrialized economy that is globally competitive.

Yours sincerely

E-Signed by Lindiwe Madonsela
VERIFY authenticity with Approve


Ms Lindiwe Madonsela
Compliance Division
B-BBEE Commission
Date: 15 / 09 /2021

PART D: HUMAN RESOURCES 2021-2022



1. INTRODUCTION

The status of Human Resources at the SA Library for the Blind (Overview)

The Coronavirus was still very much part of our daily lives during the 2021/2022 financial year and will seemingly remain as part of our daily lives in the future. We are however grateful that the lockdown restrictions have gradually been eased during 2021/2022 (the year under reporting).

Around May 2021, a major building expansion and renovation project commenced at the library, after a site hand-over to the building contractors took place. One entire wing of the library was vacated as part of the initial renovation project of current buildings, and the building contractors also commenced with preparatory work for erecting new buildings at the adjacent erven, which is part of the expansion project. The library had to secure storage facilities to store many of their chairs, some equipment, as well as records since the remaining part of the building was too small to accommodate all the staff as well as everything that came out of the one wing of the double storey building that was vacated. The lecture room of the SALB was set-up as a temporary open office to accommodate more staff and often the SALB boardroom had to be used for additional office space as well. Despite those measures implemented, a working model of some staff (predominantly production staff) with the required capability to work from home; and others working from the office; and others working a combination (rotational model) of the two models continued at the library to make the most of the dire situation of space and accommodation shortage. We express our appreciation to staff that continued giving of their best during these difficult working conditions, and also to our members who showed tolerance and understanding of our challenges during this time.

With regards to appointments during the review period 1 April 2021 to 31 March 2022, we can report the following: A total of 13 appointments were made during the year under review whereas there were regrettably 13 terminations of service during the same period. Of the 13 appointments, one appointment was to the position of Senior Manager: ICT after the previous incumbent resigned from employment around August 2021. The newly appointed senior manager resigned again after just two months in the position when he received another job offer around Gauteng which is closer to his family, leaving the position vacant as of 28 February 2022. All other appointments were on contract, of which 9 were on the mini-library project and three others from internal funding.

One permanent staff member resigned from employment as did the one senior manager already mentioned earlier. Both took up more favourable employment opportunities with other employers. One visually impaired employee on contract resigned, also to take up a more favourable employment opportunity in Gauteng, which we celebrated with him. Funding restrictions forced our hand to terminate the internship programme at the SALB at 31 March 2022, after 4 Intern contracts reached the end of term. One temporary employee (a driver) regrettably passed away and SALB staff and management mourned his untimely passing.

From an employment equity perspective, the demographic profile of the appointed staff were two Coloured females, one Coloured male, six African male and four African females. From the terminated employees two were Coloured females, five African females and six African males.

With the Coronavirus very active still and fluctuation lockdown level restrictions, face to face training sessions were few and far between. A total of R138 000 was invested in staff training and development. Formal training included Post Graduate studies by two staff members. One staff member enrolled for a Post Graduate Diploma in Supply Chain Management and one in staff member enrolled for a B.Com (Hons.) in Human Resources Management. Three supervisory level staff enrolled for short courses in Supervisory Management, Project Management, and graphic design respectively. Four staff members of which two senior managers, one supervisory staff member and one clerical staff member benefitted from training in GRAP standards and accounting. One Senior Project Coordinator, 9 Project Coordinators, two Project Assistants, and two staff from the permanent establishment benefitted from Library marketing training. There were other training interventions of a less formal status as well.

Human Resource priorities for the year under review and the impact of these priorities

Continual financial constraints resulting from the strained National fiscus continue to present a challenge in terms of appointing suitably qualified permanent employees at the SALB in long standing vacancies. The SALB management must always try and find a balance between productive and effective service delivery against a diminishing headcount with growing compliance and service delivery needs/demands. This financial regress has now forced the hand of SALB management to phase out the Internship programme which it had in place (for sighted and visually impaired persons), which was funded from the subsidy allocation received from the Department of Sport, Arts and Culture. These Internship opportunities aided the library to try and meet objectives and targets with an already strained staff compliment.

The still very active participation of, and provision of funding by the Provincial Departments of Sports, Recreation, Arts and Culture is as always much appreciated. It is a crucial source to fund much needed services to blind and visually impaired persons within South Africa and more specifically those in more rural areas of our country. This initiative also assists in terms of job creation, as is evident from the number of appointments in contract vacancies from provincial project funding. We acknowledge and express our appreciation to all involved in funding the Provincial Mini-Libraries Project.

Workforce planning and key strategies to attract and recruit a skilled and capable workforce

The library in general finds it difficult to attract and retain suitably qualified staff in Makhanda. Although Makhanda is a small town, it is surprisingly costly to make a living here. The services of recruitment agencies are

often used, especially when it comes to filling vacancies of a more specialised nature or at senior management level.

Funding received from Provincial Departments as mentioned above continue to be the key source of funding for additional staff to assist the Library in reaching the blind and visually impaired community. Altogether 19 staff members are employed through the provincial mini-library project. This makes up a large component of the SALBs staff complement.

The SALB have submitted funding appeals against the Presidential Employment Stimulus Programme PESP) to enable a greater reach of service to our blind and visually impaired members but have not been successful to date. We continue trying various funding sources in an attempt to maintain or increase the staff base.

The SALB often re-advertise vacant positions to increase the pool of candidates from designated groups as part of transformation efforts.

Employee performance management

Through the dedication and hard work of the staff members at the SALB, all but one of its Annual Performance Targets for the Library were fully achieved during the year. We acknowledge staff for this momentous achievement, particularly during the trying times of the Coronavirus pandemic and the building and renovation project.

Financial constraints drastically limit the ability of SALB Management to financially reward high performing staff. The payment of financial rewards for performance above standard have been phased out as part of the Library's compliance to National Treasury's cost containment strategies.

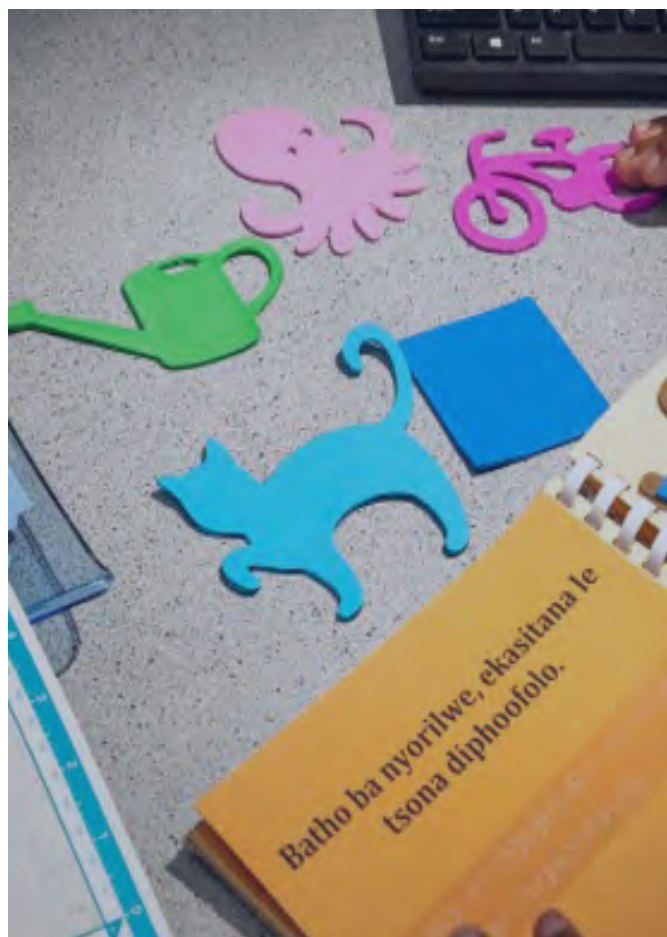
Employee wellness programmes

Through the staff wellness programme at SALB, staff who experience hardships or serious challenges are assisted through counselling or advice and support. This is to encourage and foster teamwork in the workplace and improve the SALB corporate culture and or staff morale.

SALB management is grateful to report that there were again no loss of life amongst SALB staff because of the Coronavirus.

Policy Developments

The SALB has around 16 formal Policies and 29 Manuals/Codes/Plans and related formal documents to guide staff Conditions of Service, conduct, rights and responsibilities and business operations/matters. These documents are reviewed from time to time and updated as and when required in line with industry norms and standards. Any updates to formal Policies are communicated with staff and only amended after a consultative process is followed. Board approval/ratification is also sought during updating of formal policies.



Recent events at the SALB, especially in relation to top officials, as reported in the report of the SALB Chairperson and the Acting Chief Executive Officer underscored the importance of improvements in terms of content and awareness by staff to policies at the SALB, particularly in terms of Ethics, Values, Fraud prevention and consequence management. These areas are identified as priorities for the SALB.

Achievements

SALB Management is grateful for the fact that there were no lives of staff lost as a result of the Coronavirus, despite a few staff members having contracted the virus during the year. Sadly, some staff members have lost close family members due to the Coronavirus and we share in their grief.

All but one of the annual targets/objectives were achieved during the year, despite challenges faced with work methods, lockdown restrictions and building renovations.

Through the Skills Development Fund of the Library around R138 000 was expended on staff development and training. Two Post Graduate studies formed part of the study programmes funded by the SALB. There is a growing interest from staff to secure funding for further training and development. Some staff members benefited from more than one course or training intervention during the year under review.

Human Resource challenges faced

One of the challenges faced by the SALB as already alluded to is the attraction and retention of suitably qualified employees. This was reiterated when the then Senior Manager: IT resigned in August 2021 and his replacement left the employ of the SALB after just two months in employment to take up a new opportunity in Gauteng.

Financial constraints due to the poor economic climate in South Africa continue to pose the greatest challenge in terms of human resources management. SALB is unable to maintain its workforce, let alone expand it to increase and improve service delivery to an already and continuously marginalised sector. Even its internship programme was halted at the end of the year under review due to funding constraints.

The inability to offer a worthwhile stipend to persons willing to offer narrator and proofreading services to the SALB also impacts negatively on the book development programme, particularly in languages not inherent to the Eastern Cape.

Future Human Resource plans / goals

The main objective in the Human Resources section is to continue to grow and expand the workforce of the Library - despite financial constraints - to serve the blind and visually impaired community optimally.

A concerted effort will be made to seek external sources of funding for internship and graduate programmes, particularly for persons with visual impairments. The library management also wants to increase its staff

base of permanent employees with visually impaired persons

The Human Resources section want to continue encouraging staff to improve their qualifications through continuous learning and development, though short courses, and formal qualification studies.

A higher focus will be placed on awareness and sensitising of staff in terms of policies and procedures at the SALB.



2. HUMAN RESOURCE OVERSIGHT STATISTICS

Note: The Human Resources tables to follow were adapted to suit the SALB requirements as a Public Entity whilst maintaining relevance and ease of understanding as far as possible. Furthermore, the figures between tables that may be regarded as corresponding, may be a little obscured by some employees who were in employment during the year, but not up to and including 31 March 2022. Some personnel costs were also included in the reporting of Departmental costing of Segment reporting in the Annual Financial Statements.

Personnel Related Expenditure

Personnel Cost by Programme / Activity / Objective (1 April 2021 to 31 March 2022)

Programme/ Activity/ Objective	Total Expenditure for the entity (R'000)	Personnel Expenditure (R'000)	Personnel expenditure as a % of total expenditure	No. of employees	Average personnel cost per employee (R'000)
Full Time Staff (Excl. Project totals below)	-	19 432	59.51	49	397
Snr Projects Coordinator	-	442	1.35	1	442
Eastern Cape Library Project	-	773	2.37	4	193
Free State Library Project	-	421	1.29	1	421
Gauteng Library Project	-	417	1.28	1	417
KwaZulu Natal Library Project	-	764	2.34	2	382
Limpopo Library Project	-	412	1.26	1	412
Mpumalanga Library Project	-	425	1.30	1	425
Northern Cape Library Project	-	425	1.30	1	425
North West Library Project	-	534	1.64	5	107
Western Cape Library Project	-	645	1.98	2	323
Total	32 655	24 691	75.61	68	363

Personnel costs by salary band (excluding Project Staff, Narrators and Proofreaders, but includes Interns)

Salary Levels	Personnel Expenditure (R'000)	% of total personnel exp. to total personnel cost	Number of employees	Average personnel cost per employee (R'000)
Top Management	-	-	-	-
Senior Management (P2-3)	1 340	6.9	1	1 340
Professional qualified (P4-7)	4 121	21.21	5	824
Skilled (P8-11)	8 394	43.2	16	525
Semi-skilled & other (P12 – 15)	4 848	24.95	19	255
Unskilled (P16-19)	728	3.75	8	66
Total	19 432	100	49	397

Note: : The Salary Levels in this table is aligned to the EEA 9 table issued by the Department of Labour. Also, the totals applied in the table is in line with the totals for the Full-Time staff component in the first table above.

Performance Rewards by salary band (excluding Project Staff, Narrators and Proofreaders)

Salary Levels	Performance Rewards (R'000)	Personnel Expenditure (R'000)	% of performance rewards to total personnel cost
Top Management	-	-	-
Senior Management (P2-3)	-	1 340	-
Professional qualified (P4-7)	55	4 121	0.28
Skilled (P8-11)	82	8 394	0.42
Semi-skilled & other (P12 – 15)	14	4 848	0.07
Unskilled (P16-19)	-	728	-
Total	151	19 432	0.77

Note: The Salary Levels in this table is aligned to the EEA 9 table issued by the Department of Labour. Also, the totals applied in the table is in line with the totals for the full-time staff component in the first table above.

Training Costs by Programme/ Activity/ Objective (1 April 2021 to 31 March 2022)

Programme/ Activity/ Objective	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Training exp. as a % of personnel cost	No. of employees trained	Average training cost per employee (R'000)
Full Time Staff (Excl. Project totals below)	19 432	138	0.71	29	4.76
Total	19 432	138	0.71	29	4.76

Employment and Vacancies

Employment and vacancies by Programme / Activity / Objective

Programme/ Activity/ Objective	2020/2021 No. of Employees as at 31/03/2021	2021/2022 Approved Posts 01/04/2021	2021/2022 No. of Employees as at 31/03/2022	2021/2022 Vacancies	% of Vacancies to approved posts
Full Time Staff (Excl. project staff below, but incl. Interns and general contract staff)	49	62	49	13	20.97
Snr Projects Coordinator	0	1	1	-	-
Eastern Cape Library Project	2	4	4	-	-
Free State Library Project	1	1	1	-	-
Gauteng Library Project	1	1	1	-	-
KwaZulu Natal Library Project	2	2	1	1	50
Limpopo Library Project	1	1	1	-	-
Mpumalanga Library Project	1	1	1	-	-
Northern Cape Library Project	1	1	1	-	-
North West Library Project	1	5	5	-	-
Western Cape Library Project	1	2	2	-	-

Note: : Project posts are reported on separately from full time staff in the table above as each project relates to a separate conditional grant.

Employment and vacancies by salary band as at 31 March 2022

Salary Band	2020/2021 No. of Employees as at 31/03/2021	2021/2022 Approved Posts 01/04/2021	2021/2022 No. of Employees as at 31/03/2022	2021/2022 Vacancies	% of Vacancies per salary band to total vacancies
Top Management	-	-	-	-	-
Senior Management (P2-3)	1	1	1	-	-
Professional qualified (P4-7)	5	5	4	1	7.69
Skilled (P8-11)	16	24	16	8	61.54
Semi-skilled & other (P12 – 15)	19	24	20	4	30.77
Unskilled (P16-19)	8	8	8	-	-
Total Permanent Staff	49	62	49	13	100

Note: Several positions are frozen/unfunded at SALB due to funding constraints. It is standard practice to review the need to fill a position in its present form, or to freeze a position and/or fund another post with the funding of the vacated position each time someone vacate a position at SALB. This is done to try and balance the service operations with funding availability in a constrained environment. The services of Recruitment agencies are often used to assist during the recruitment processes of critical, high-level or specialist posts to ensure suitably qualified candidates from designated groups are reached and appointed. At times positions are re-advertised if an insufficient number of applications from suitably qualified candidates from designated groups are received during the first round of advertising.

Employment Changes

Annual turnover rates by salary band for the period 1 April 2021 to 31 March 2022

Salary Band	Number of employees at the beginning of the period 1 April 2021	Appointments and transfers into the Organisation	Terminations and transfers out of the Organisation	Employment at the end of the period 31 March 2022
Top Management	-	-	-	-
Senior Management (P2-3)	1	-	-	1
Professional qualified (P4-7)	5	1	2	4
Skilled (P8-11)	16	-	1	15
Semi-skilled & other (P12 – 15)	19	-	-	19
Unskilled (P16-19)	8	-	-	8
Total Permanent Staff	49	1	3	47

Note: The above table relates to the permanent staff compliment only and excludes project posts.

Programme/ Activity/ Objective	No. of employees at the beginning of the period 1 April 2021	Appointments and transfers into the Organisation	Terminations and transfers out of the Organisation	Employment at the end of the period 31 March 2022
Full Time Staff (Excl. Project totals below)	49	1	3	47
Snr Projects Coordinator	-	1	-	1
Eastern Cape Library Project	2	2	-	4
Free State Library Project	1	-	-	1
Gauteng Library Project	1	-	-	1
KwaZulu Natal Library Project	2	-	1	1
Limpopo Library Project	1	-	-	1
Mpumalanga Library Project	1	-	-	1
Northern Cape Library Project	1	-	-	1
North West Library Project	1	4	-	5
Western Cape Library Project	1	1	-	2

Reasons why staff left the Organisation for the period 1 April 2021 to 31 March 2022

Reason	Number	% of total number of staff leaving
Death	1	7.14
Resignation	5	35.72
Expiry of contract	7	50
Retrenched/Dismissal – operational changes	1	7.14
Dismissal – misconduct	-	-
Dismissal – inefficiency	-	-
Discharged due to ill-health	-	-
Retirement	-	-
Transfers – promotions within organisation	-	-
Other – Alternative Contract Positions	-	-
Total	14	100

Note: The totals in the reasons for staff leaving includes terminations of the Project staff. There were also temporary staff who have had contracts ending during the year and that were re-employed and had their short-term contracts ending by the end of the financial year again. These occurrences distorts the totals.

Labour Relations: Misconduct and disciplinary action

Nature of disciplinary Action	Number	% of total
Verbal / 1st Warning	1	16.67
Written Warning	1	16.67
Final Written Warning	-	-
Dismissal	-	-
Poor Performance Counselling	4	66.66
Total	6	100

Employment Equity

Employment Equity Target and Employment Equity Status for Males

Occupational Band	Male							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top Management	-	-	-	-	-	-	-	-
Senior Management	1	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	1	1	-	-	1	1	1	1
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	2	7	2	3	-	-	1	1
Semi-skilled and discretionary decision making	4	4	5	5	-	-	-	-
Unskilled and defined decision making	-	3	-	1	-	-	-	-
Temp / Contract	3	2	1	1	-	-	-	-
Interns	1	1	-	-	-	-	-	-
Total	12	18	8	10	1	1	2	2

The table above will include employees who have been paid during March 2022, but whose employment terminated by end March 2022.

Employment Equity

Employment Equity Target and Employment Equity Status for Females

Occupational Band	Female							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top Management	-	-	-	-	-	-	-	-
Senior Management	-	1	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	2	2	-	-	-	-	-	-
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	8	13	3	4	-	-	1	1
Semi-skilled and discretionary decision making	6	12	4	4	-	-	-	2
Unskilled and defined decision making	1	2	-	-	-	-	-	-
Temp / Contract	1	6	-	-	-	-	-	-
Interns	4	3	-	-	-	-	-	-
Total	22	39	8	9	-	-	1	3

Employment Equity Target and Employment Equity Status for persons with disabilities

Occupational Band	Staff with disabilities			
	Male		Female	
	Current	Target	Current	Target
Top Management	-	-	-	-
Senior Management	-	-	-	-
Professionally qualified and experienced specialists and mid-management	-	-	-	-
Skilled technical and academically qualified workers, junior management, supervisors, foreman and superintendents	-	-	2	2
Semi-skilled and discretionary decision making	-	-	-	-
Unskilled and defined decision making	-	-	-	-
Temp / Contract	-	1	1	1
Interns	-	1	-	1
Total	-	2	3	4

PART E: FINANCIAL INFORMATION



**SOUTH AFRICAN LIBRARY FOR THE BLIND
ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

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APPROVAL OF ANNUAL FINANCIAL STATEMENTS

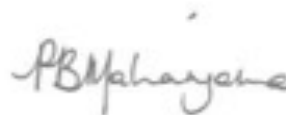
The Annual Financial Statements which appear on pages 61-88 have been approved and authorised for issue on date of signature by the Board Chairperson and the Acting CEO of the SALB.



Mr X Yekani
Chairperson of the Board

29/07/2022

Date

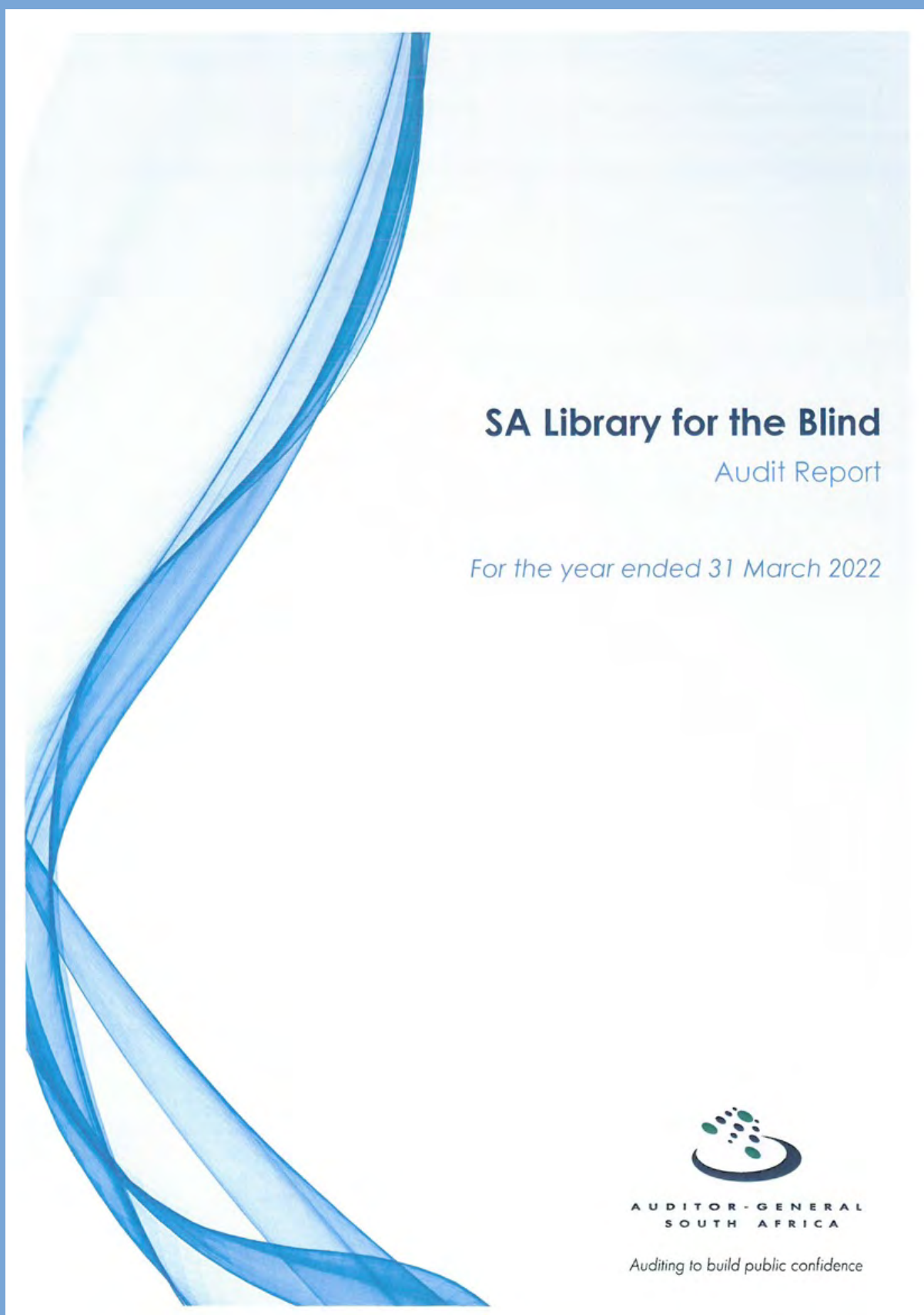


P Mahanjana
Acting CEO

29/07/2022

Date

1. REPORT OF THE AUDITOR GENERAL SOUTH AFRICA



Report of the auditor-general to Parliament on South African Library for the Blind

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the South African Library for the Blind set out on pages 61 to 88, which comprise the statement of financial position as at 31 March 2022, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amounts for the year then ended, as well as notes to the financial statements, including a summary of significant accounting policies.
2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the South African Library for the Blind as at 31 March 2022, and its financial performance and cash flows for the year then ended in accordance with South African Standard of Generally Recognised Accounting Practice (SA Standard of GRAP) and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA).

Basis for opinion

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

Responsibilities of the accounting authority for the financial statements

6. The board of directors, which constitutes the accounting authority is responsible for the preparation and fair presentation of the financial statements in accordance with the South African Standard of GRAP and the requirements of the PFMA, and for such internal control as the accounting authority determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
7. In preparing the financial statements, the accounting authority is responsible for assessing the Library'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 Library or to cease operations, or has no realistic alternative but to do so.

Auditor-general's responsibilities for the audit of the financial statements

8. 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.
9. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

Introduction and scope

10. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I have a responsibility to report on the usefulness and reliability of the reported performance information against predetermined objectives for selected programme presented in the annual performance report. I performed procedures to identify material findings but not to gather evidence to express assurance.
11. My procedures address the usefulness and reliability of the reported performance information, which must be based on the Library's approved performance planning documents. I have not evaluated the completeness and appropriateness of the performance indicators included in the planning documents. My procedures do not examine whether the actions taken by the Library enabled service delivery. My procedures do not extend to any disclosures or assertions relating to the extent of achievements in the current year or planned performance strategies and information in respect of future periods that may be included as part of the reported performance information. Accordingly, my findings do not extend to these matters.
12. I evaluated the usefulness and reliability of the reported performance information in accordance with the criteria developed from the performance management and reporting framework, as defined in the general notice, for the following selected programmes presented in the Library's annual performance report for the year ended 31 March 2022:

Programme	Pages in the annual performance report
Programme 2 – Business Development	21-25

13. I performed procedures to determine whether the reported performance information was properly presented and whether performance was consistent with the approved performance

planning documents. I performed further procedures to determine whether the indicators and related targets were measurable and relevant, and assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

Programme 2 – Business Development

14. I did not identify any material findings on the usefulness and reliability of the reported performance information for the following programme:

- Business Development

Other matter

15. I draw attention to the matter below.

Achievement of planned targets

16. Refer to the annual performance report on pages 17-26 for information on the achievement of planned targets for the year and management's explanations provided for the under and over achievement of targets.

Report on the audit of compliance with legislation

Introduction and scope

17. In accordance with the PAA and the general notice issued in terms thereof, I have a responsibility to report material findings on the Library's compliance with specific matters in key legislation. I performed procedures to identify findings but not to gather evidence to express assurance.

18. The material findings on compliance with specific matters in key legislation are as follows:

Expenditure Management

19. Effective steps were not taken to prevent fruitless and wasteful expenditure amounting to R377 000, as disclosed in note 29 to the annual financial statements, as required by section 51(1)(b)(ii) of the PFMA. The fruitless and wasteful expenditure was caused by the mismanagement of the Library's funds.

Other information

20. The accounting authority is responsible for the other information. The other information comprises the information included in the annual report, which includes the directors' report and the audit committee's report. The other information does not include the financial statements, the auditor's report and those selected programme presented in the annual performance report that have been specifically reported in this auditor's report.

21. My opinion on the financial statements and findings on the reported performance information and compliance with legislation do not cover the other information and I do not express an audit opinion or any form of assurance conclusion on it.
22. In connection with my audit, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements and the selected programme presented in the annual performance report, or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
23. I have not yet received the annual report. When I do receive this information, if I conclude that there is a material misstatement therein, I am required to communicate the matters to those charged with governance and request that the other information be corrected. If the other information is not corrected, I may have to re-issue my auditor's report amended as appropriate.

Internal control deficiencies

24. I considered internal control relevant to my audit of the financial statements, reported performance information 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 findings on compliance with legislation included in this report.
25. Leadership of the Library did not adequately discharge its oversight responsibilities with regard to the implementation and monitoring of internal controls to ensure sound financial management and compliance with legislation.
26. In addition, management did not always implement daily and monthly financial controls to ensure that the financial statements are supported by accurate and complete underlying records. This resulted in material misstatements that were subsequently corrected in the financial statements and findings on the audit of compliance with laws and regulations.

Other reports

27. I draw attention to the following engagements conducted by various parties which had, or could have, an impact on the matters reported in the Library's financial statements, reported performance information, compliance with applicable legislation and other related matters. These reports did not form part of my opinion on the financial statements or my findings on the reported performance information or compliance with legislation.
28. As disclosed in note 27 to the annual financial statements, the board appointed forensic auditors to investigate allegations of two fraud cases. The investigations were not finalized at year end and therefore no recommendations have yet been communicated to management.

AUDITOR - GENERAL

East London

29 July 2022



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

SOUTH AFRICAN LIBRARY FOR THE BLIND ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

GENERAL INFORMATION

Country of incorporation and domicile	South Africa
Entity category	Schedule 3A National Public Entity
Registered Office	112b High Street Makhanda (Grahamstown) Eastern Cape; South Africa; 6139
Main activities	Creating accessible reading opportunities for blind and visually impaired people.
Business Address	112b High Street Makhanda (Grahamstown) Eastern Cape; South Africa; 6139
Postal address	PO Box 115; Makhanda (Grahamstown); Eastern Cape; South Africa; 6139
Controlling entity	National Department of Sport, Arts and Culture
Bankers	Standard Bank of South Africa
Preparer of AFS	Brandt Stoltz & Co.
Auditors	Auditor General South Africa Eastern Cape Business Unit
Board of Directors	Mr X Yekani (Chairperson) Ms M Kganedi (Deputy Chairperson) Adv M Masutha (Board member and Chairperson up to August 2021) Dr H Mphidi Dr S Neerputh Mr M Buthelezi Ms D Maraka Ms E Ramaoka Mr N Ravgee

SOUTH AFRICAN LIBRARY FOR THE BLIND ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

DIRECTOR'S REPORT

The Director presents their report of the Library for the year ended 31 March 2022

1 DIRECTOR AND CHAIRPERSON OF THE BOARD

The Acting Director is Ms P Mahanjana and her business and postal addresses are as follows:

The Director

South African Library for the Blind

112b High Street / P O Box 115

Makhanda (Grahamstown)

6139 / 6140

The Chairperson of the Board is Mr Xolisa Yekani and his postal address is as follows:

7 Stent Street

Kensington

Port Elizabeth

6001

2 PRINCIPAL ACTIVITIES OF THE LIBRARY

The South African Library for the Blind is a national library for blind and visually impaired readers, which renders a free service to its members.

3 OPERATING RESULTS

Surplus of R 10 752 000 for the year is recorded and is predominantly due to the following reasons;

Increase in income;

- a. Accessible Book Consortium Beneficiary donation significantly above the final budget
Actuarial gain of R 1 090 000 in terms of post-retirement medical aid contributions which resulted from the reduction of
- b. members on the scheme.

Reduction in expenditure:

- c. Due to Supply Chain Management restrictions in the 4th quarter based on National Treasury circulars; and
- d. A reduction in employee costs due to vacancies of a Senior Management position as well as other vacancies.

There were variations as compared to the approved budget; and these are explained in note 22 on the financials.

4 REVIEW OF OPERATIONS (refer to page 5)

Total Revenue for the year totalled R 42 415 000 which represents an increase of 13.6% over the previous year.

Total Expenditure for the year totalled R 32 655 000 which represents an increase of 6.1% over the previous year.

Total Other (actuarial gain and loss on disposal of assets) for the year totalled R 992 000

5 FRUITLESS AND WASTEFUL EXPENDITURE

There were instances of fruitless and wasteful expenditures noted during the 2021/22 financial year. Refer to Note 29 for more details.

6 COMMITMENTS

The Library had no capital commitments for the year 2021/22 financial year.

However, the library had service commitments which have been disclosed in note 28.

**SOUTH AFRICAN LIBRARY FOR THE BLIND
ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

DIRECTOR'S REPORT

7 IRREGULAR EXPENDITURE

Investigations into the misappropriation of entity funds are underway. Until these forensic investigations have been completed, the potential amount of irregular expenditure cannot be accurately determined. Refer to Note 27 for more details.

8 EVENTS SUBSEQUENT TO BALANCE SHEET DATE

There was an event that occurred subsequent to the end of the financial year being reported on. This has been disclosed in note 27.



P Mahanjana
Acting Director (CEO)

29/07/2022

Date

**SOUTH AFRICAN LIBRARY FOR THE BLIND
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2022**

ASSETS	Notes	2022 R 000's	2021 R 000's
Non-current assets		90 679	81 391
Property, plant and equipment	2	1 559	1 666
Intangible assets	3	89 120	79 725
Current Assets		20 758	21 122
Inventories	4	5 562	960
Trade and other receivables from exchange transactions	5.1	216	36
Other current financial assets	5.2	-	5
Prepayments	5.3	369	4 408
Cash and cash equivalents	6	14 611	15 713
TOTAL ASSETS		111 437	102 513
LIABILITIES			
Non Current Liabilities		757	1 776
Provision for Post Retirement Benefits	7	757	1 776
Current Liabilities		7 772	8 581
Trade and other payables from exchange transactions	8	3 536	3 834
Provisions	9	-	196
Current portion of unspent conditional grants	10	3 934	4 141
Current portion of unspent conditional receipts	11	302	410
TOTAL LIABILITIES		8 529	10 357
Net Assets			
Capital and Reserves		102 908	92 156
Accumulated surplus		102 908	92 156
Total Net Assets		102 908	92 156
TOTAL NET ASSETS AND LIABILITIES		111 437	102 513

**SOUTH AFRICAN LIBRARY FOR THE BLIND
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	2022 R 000's Actual	2021 R 000's Actual
Revenue	12		
Revenue from non-exchange transactions		41 406	35 846
Transfers and subsidies	12.1	25 578	23 365
Gifts, sponsorships and donations	12.2	4 961	2 399
Transfers and Sponsorships (Other Government Departments and Entities)	12.3	10 867	10 082
Revenue from exchange transactions		1 009	795
Other income	12.4	427	4
Interest received/earned	13	582	791
Total Revenue		42 415	36 641
Expenditure			
Administrative expenses	15	(1 305)	(1 103)
Staff costs	16	(15 117)	(14 771)
Depreciation and amortisation expense	2 & 3	(957)	(1 985)
Marketing costs	17	(254)	(208)
Audit fees	18	(779)	(646)
Other operating expenses	19	(13 866)	(12 055)
Loss due to theft	27	(377)	-
Total Expenditure		(32 655)	(30 768)
Other (Loss)/Gain			
Actuarial (Loss)/Gain	7	1 090	(138)
Loss on disposal of assets	2 & 3	(98)	(498)
Total Other		992	(636)
Surplus for the year		10 752	5 237

**SOUTH AFRICAN LIBRARY FOR THE BLIND
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED 31 MARCH 2022**

	Notes	Accumulated R'000
Balance as at 31 March 2020		86 919
Surplus for the year		5 237
Balance as at 31 March 2021		92 156
Surplus for the year		10 752
Balance as at 31 March 2022		102 908

SOUTH AFRICAN LIBRARY FOR THE BLIND

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 R 000's	2021 R 000's
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		37 889	34 765
Transfers and subsidies		25 578	23 365
Gifts, sponsorships and donations		620	521
Transfers and sponsorships		10 867	10 082
Other receipts		237	3
Interest		587	794
Payments		(32 674)	(31 408)
Staff costs		(15 174)	(14 010)
Goods & services		(17 500)	(17 398)
Net cash flows from operating activities	20.1	5 215	3 357
CASH FLOWS FROM INVESTING ACTIVITIES			
Acquisition of property, plant and equipment		(787)	(902)
Acquisition of intangible assets		(5 215)	(4 739)
Net cash flows from investing activities		(6 002)	(5 641)
CASH FLOWS FROM FINANCING ACTIVITIES			
Current portion of unspent conditional grants and receipts		(315)	(4 222)
Net cash flows from financing activities		(315)	(4 222)
Net decrease in cash and cash equivalents		(1 102)	(6 506)
Cash and cash equivalents at the beginning of the year		15 713	22 219
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	6	14 611	15 713

SOUTH AFRICAN LIBRARY FOR THE BLIND
STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

Revenue	2020/2021 Actual R 000'S	Original R 000'S	Adjust	2021/2022 Final budget	Actual R 000'S	Difference R 000'S
Government subsidies	33 447	25 478	14 901	40 379	36 445	3 934
Department of Sport, Arts and Culture subsidy	23 365	25 478	100	25 578	25 578	-
Government grants - projects	10 082	-	14 801	14 801	10 867	3 934
Other Income	4	-	-	-	427	(427)
Gifts, Sponsorships and Donations	2 399	300	310	610	4 961	(4 351)
Interest received including fair value gain	791	1 000	(400)	600	582	18
Actuarial Gain	-	-	-	-	1 090	(1 090)
Budgeted Funding from Surplus	-	2 000	2 240	4 240	-	4 240
Total revenue	36 641	28 778	17 051	45 829	43 505	2 324
Operating Expenditure						
<i>Compensation of employees</i>	14 771	19 915	-	19 915	15 117	4 798
Salaries and wages	11 546	16 775	-	16 775	12 654	4 121
Social contributions	3 225	3 140	-	3 140	2 463	677
<i>Use of goods and services</i>	16 633	8 863	17 051	25 914	17 636	8 278
Audit fees - external	534	500	120	620	779	(159)
Bank & Other Financial charges	56	70	-	70	56	14
Board costs	216	300	-	300	170	130
Book production services: Audio; Braille & BAS	74	337	(50)	287	91	196
Communication	421	475	65	540	526	14
Consultants, contractors and special services	329	770	96	866	446	420
Corporate Governance Other	-	-	65	65	79	(14)
Courier and delivery	32	120	(65)	55	366	(311)
Entertainment	-	-	-	-	-	-
General Administrative Expenses	983	170	713	883	604	279
General Fees for Services	40	170	(93)	77	185	(108)
Legal fees	-	30	(10)	20	10	10
Insurance	104	160	-	160	112	48
Library and information services	358	372	308	680	4	676
Foreign exchange related expenses	238	-	90	90	15	75
Marketing costs	208	500	-	500	254	246
Operating lease expenses	91	125	-	125	237	(112)
Project expenses	10 082	-	14 801	14 801	10 867	3 934
Repairs and maintenance	59	400	80	480	538	(58)
Research and Development	-	240	(240)	-	-	-
Stationery and printing	71	15	10	25	133	(108)
Training and staff development	151	330	-	330	138	192
Travel and subsistence	119	500	50	550	539	11
Depreciation	1 985	2 000	-	2 000	957	1 043
Municipal Charges DPW/DAC	187	467	-	467	206	261
COVID-19 Expenditure	287	50	90	140	133	7
Profit or loss on sale of non-current assets	-	-	105	105	98	7
Playback Device expenditure	8	762	916	1 678	93	1 585
Total operating expenditure	31 404	28 778	17 051	45 829	32 753	13 076
Performance surplus	5 237	-	-	-	10 752	(10 752)
Capital Expenditure						
Fixed Assets	32	-	-	-	-	-
Vehicles	-	-	-	-	-	-
Computer and office equipment	862	-	700	700	683	17
Furniture and fittings	8	-	110	110	104	6
Braille Books PPE	-	-	-	-	-	-
Intangible Assets	6 617	-	-	-	9 556	(9 556)
Total capital expenditure	7 519	-	810	810	10 343	(9 533)
Surplus/(deficit)	(2 282)	-	(810)	(810)	409	(1 219)

SOUTH AFRICAN LIBRARY FOR THE BLIND

ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting Policies

1.1 Legislation

The South African Library for the Blind is governed by a board appointed by the Minister of Sport, Arts and Culture, in terms of the South African Library for the Blind Act (Act 91 of 1998). As a partly state-funded institution, its financial affairs are subject to the controls and oversight measures implemented in respect of the public sector and public entities by the provisions of the Public Finance Management Act (PFMA) (Act 1 of 1999) and Treasury Regulations, and is classified as a Schedule 3A Public Entity.

1.2 Taxation

As from 1 April 2005, the S A Library for the Blind was deregistered as a value added tax (VAT) vendor due to changes in the VAT Act. The Library is further exempted from the payment of Income Tax due to its non-profit organisation (NPO) status.

1.3 Basis of Preparation

The annual financial statements are prepared in accordance with Generally Recognised Accounting Practice (GRAP). The financial statements are prepared on a historical cost basis and accounting policies have been applied consistently with those in the previous year, except as otherwise indicated. All figures have been rounded to the nearest Thousand Rand

1.4 Presentation Currency

These annual financial statements are presented in South African Rands.

1.5 Going Concern

These annual financial statements have been prepared on a going concern basis.

1.6 GRAP standards approved not yet effective

There are some recommended changes under the following two standards which have been approved but not yet effective as at 31 March 2022, and have not been early adopted by the library:

GRAP 25 - Employee Benefits

GRAP 104 - Financial Instruments

We do not expect the impact of these updates to the standards to have a material effect on the financial statements.

1.7 Comparative Information

Prior year comparatives:

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are reclassified and restated.

The nature and reasons for the reclassification and restatement are disclosed in the notes to the annual financial statements.

SOUTH AFRICAN LIBRARY FOR THE BLIND ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MARCH 2022

1.8 Conditional Grants and Receipts

Income received from conditional grants, donations and subsidies are recognised to the extent that the library has complied with any of the criteria, conditions or obligations embodied in the agreement. To the extent that the criteria, conditions or obligations have not been met, a liability is recognised and funds invested until it is utilised. Interest earned on the investment is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor.

Grants and receipts of a revenue nature

Income is transferred to the statement of financial performance as revenue to the extent that the criteria, conditions or obligations have been met.

In determining whether a stipulation is a condition or a restriction, the library considers whether a requirement to return the asset is enforceable and would be enforced by the transferor. If the transferor could not enforce a requirement to return the asset, or if past experience with the transferor indicates that the transferor never enforces the requirement to return the transferred asset, then the library concludes that the stipulation has the form but not the substance of a condition and is therefore a restriction. Where the library has no experience with the transferor, or has not previously breached stipulations that would prompt the transferor to decide whether to enforce a return of the asset, it would assume that the transferor would enforce the stipulation.

1.9 Provisions

Provisions are recognised when the library has a present obligation (legal or constructive) as a result of past events, and it is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation, and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at the statement of financial position reporting date and adjusted to reflect the current best estimate.

1.10 Property, plant and equipment

Initial measurement

Property, plant and equipment is initially recognised when future benefits are probable and the cost or fair value can be determined reliably.

The cost of an item of property, plant and equipment comprises its purchase price, including import duties and non-refundable purchase taxes, and any directly attributable costs of bringing the asset to working condition for its intended use. Any trade discounts and rebates are deducted in arriving at the purchase price.

Examples of directly attributable costs are: site preparation, delivery and handling costs and professional fees. 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.

The cost of an item of property, plant and equipment acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets was measured at its fair value. If the acquired item could not be measured at its fair value, its cost is measured at the carrying amount of the asset given up.

Subsequent measurement

The library applies the cost model to property, plant and equipment.

Property, plant and equipment, is stated at cost, less accumulated depreciation and accumulated impairment.

Subsequent expenditure relating to property, plant and equipment is capitalised if it is probable that future economic benefits or potential service delivery of the assets are enhanced in excess of the original assessed standard of performance. If expenditure only restores the originally assessed standard of performance, it is regarded as repairs and maintenance, and is expensed.

Impairment

Where items of property, plant and equipment have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the Statement of Financial Performance in the period that the impairment is identified.

SOUTH AFRICAN LIBRARY FOR THE BLIND

ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2022

1.10 Property, plant and equipment (Cont.)

Derecognition

Property, plant and equipment is derecognised when there is a disposal or no future economic benefits or service potential are to be derived.

The gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying value and is recognised in the statement of financial performance. Depreciation is charged to the statement of financial performance.

Depreciation

Depreciation is calculated on cost, using the straight-line method over the estimated useful lives of the assets. Depreciation only commences when the asset is available for use.

The annual depreciation/ amortisation rates are based on the following estimated asset useful lives:-

Computer equipment	33.33% (36 months)	Office equipment	20.00% (60 months)
Vehicles	20.00% (60 months)	Furniture and fittings	16.67% (72 months)
Equipment	20.00% (60 months)	Buildings	2.00% (600 months)
Braille Books PPE	20.00% (60 months)		

Review of residual values

The residual values of property, plant and equipment are reviewed on an annual basis.

Review of useful lives

The useful lives of property, plant and equipment are reviewed on an annual basis.

Review of depreciation method

The depreciation method is reviewed on an annual basis.

Impairment of cash and non-cash generating assets

Property, plant and equipment will be assessed at each reporting date for any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated. The impairment charged to the statement of financial performance represents the excess of the carrying value over the recoverable amount of the asset.

An impairment is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined had no impairment been recognised. A reversal of the impairment is recognised in the statement of financial performance.

1.11 Intangible assets

An intangible asset is an identifiable non-monetary asset without physical substance.

Intangible assets are initially recognised at cost.

The library applies the cost model to intangible assets, and fair value where an asset is acquired at no nominal cost.

Production costs that are directly attributable to bringing the intangible asset to a working condition for its intended use such as staff costs are capitalized to the respective intangible asset.

Intangible assets are stated at cost, less accumulated amortisation and accumulated impairment where applicable. The recoverable amount of an asset is the greater of its value in use and its fair value less costs to sell. For the purpose of impairment testing, the condition of the asset is evaluated to ascertain its value in use. Where the asset is damaged beyond repair, the fair value of the asset is its scrap value.

Derecognition

Intangible Assets are derecognised when there is a disposal or no future economic benefits or service potential are to be derived.

The amortisation period and the amortisation method for intangible assets are reviewed at each reporting period date if there are indicators present that there is a change from the previous estimate.

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

Software and licences	33.33% - (36 months)
Masterfile electronic book records	indefinite useful life

SOUTH AFRICAN LIBRARY FOR THE BLIND ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MARCH 2022

1.12 Inventories

Inventories are carried at the lower of cost and net realisable value. The cost of inventory comprises all costs of purchase, conversion and other costs incurred in bringing the inventories to their present location and condition and is determined on the first-in, first-out method. Obsolete, redundant and slow moving inventories are identified on a regular basis and are written down to their estimated net realisable values.

1.13 Financial instruments

Financial instruments are recognised when the library becomes a party to the contractual provisions of the instrument, and are initially measured at fair value plus, in the case of a financial asset or liability not at fair value through the statement of financial performance, transaction costs that are directly attributable to the acquisition or issue of the financial asset or liability. The subsequent measurement of financial instruments is dealt with as follows:

Financial assets are derecognised when the rights to receive cash flows from the assets have expired or have been transferred, and the library has transferred substantially all risks and rewards of ownership, or when the library loses control of contractual rights that comprise the assets. Financial liabilities are derecognised when the obligation specified in the contract is discharged or cancelled or when it expires.

1.13.1 Financial assets

The library classifies its financial assets according to the following categories:

1. Held to maturity
2. Loans and receivables

The classification depends on the purpose for which the financial asset is acquired, and is as follows:

1. Held-to-maturity investments are financial assets with fixed or determinable payments and fixed maturity, where the library has the positive intent and ability to hold the investment to maturity. They are subsequently measured at amortised cost, using the effective interest rate method. Any adjustment is recorded in the statement of financial performance in the period in which it arises.
2. Loans and receivables are financial assets that are created by providing money, goods or services directly to a debtor. They are subsequently measured at amortised cost, using the effective interest rate method. Any adjustment is recorded in the statement of financial performance in the period in which it arises.

An assessment is performed at each statement of financial position date to determine whether objective evidence exists that a financial asset is impaired. The carrying amounts of cash investments are reduced to recognise any decline, in the value of individual investments. This reduction in carrying value is recognised in the statement of financial performance. Financial assets consist of:

1.13.1.1 Cash and cash equivalents

Cash includes cash on hand and cash with banks. Cash equivalents are short-term highly liquid investments that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand and deposits held on call with banks / financial institutions.

1.13.1.2 Trade and other receivables

Trade and other receivables are initially recognised at fair value. Bad debts are written off in the year in which they are identified as irrecoverable. Amounts receivable within 12 months from the reporting date are classified as current. A provision for impairment of other receivables is established when there is objective evidence that the library will not be able to collect all amounts due according to the original terms of receivables. An estimate is made for doubtful debts based on past default experience of all outstanding amounts at year-end.

1.13.1.3 Prepayments

A prepayment is recognised when a payment is made in advance of the goods or services being received in accordance with the agreement/condition under which the advance is received.

1.13.2 Financial liabilities

The library measures all financial liabilities, including trade and other payables, at amortised costs, using the effective interest rate method (excluding provisions). Amounts payable within 12 months from the reporting date are classified as current. Financial liabilities consist of:

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1.13.2.1 Trade and other payables

Trade payables are initially measured at fair value and are subsequently measured at amortised cost using the effective interest rate method.

1.14 Revenue recognition

1.14.1 Revenue from exchange transactions

Revenue is recognised when it is probable that future economic benefits will flow to the enterprise and these benefits can be measured reliably. The Library does not as a rule charge fees to its readers.

Where work is done for institutions, a fee is calculated on the cost of producing the required material and is dependent on a variety of cost factors.

Interest income is accrued on a time proportion basis, taking into account the principal outstanding.

1.14.2 Revenue from non-exchange transactions

Government grants are recorded as a liability when they become receivable/allocated and are then recognised as income on a systematic basis over the periods necessary to match the grants with the related/deemed costs, which they are intended to compensate.

Gifts, sponsorships and donations are recognised on a cash basis.

1.15 Leases

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the library. Assets subject to finance lease agreements are capitalised at their cash cost equivalent and the corresponding liabilities are raised. The cost of the item of property, plant and equipment is depreciated at appropriate rates on the straight-line basis over its estimated useful life. Lease payments are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred.

Operating leases are those leases that do not fall within the scope of the above definition. Payments made under operating leases are charged to the statement of financial performance on a straight-line basis over the term of the relevant lease.

1.16 Foreign currency transactions

Transactions in foreign currencies are initially accounted for at the rate of exchange ruling on the date of the transaction. Exchange differences arising on the settlement of creditors or on reporting of creditors at rates different from those at which they were initially recorded are recognised in surplus or deficit in the period.

1.17 Irregular expenditure

Irregular expenditure is expenditure that is contrary to the PFMA (Act 1 of 1999) or is in contravention of the library's supply chain management policies. Irregular expenditure is accounted for as expenditure in the statement of financial performance and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

1.18 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is expenditure that was made in vain and would have been avoided had reasonable care been exercised. Fruitless and wasteful expenditure is accounted for as expenditure in the statement of financial performance and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

SOUTH AFRICAN LIBRARY FOR THE BLIND

ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 MARCH 2022

1.19 Events after the reporting date

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

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

The library will adjust the amounts recognised in the annual financial statements to reflect adjusting events after the reporting date once the event occurred. The library 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 annual financial statements.

1.20 Related parties

Individuals as well as their close family members, and/or entities are related parties if one party has the ability, directly or indirectly, to control or jointly control the other party or exercise significant influence over the other party in making financial and/or operating decisions. Key management personnel are defined as the Director (CEO) & Chief Financial Officer. There are other personnel reporting directly to the CEO or as designated by the CEO; however do not have significant authority.

1.21 Employee benefits

1.21.1 Defined contribution plans

A defined contribution plan is a plan under which the organisation pays fixed contributions into a separate entity. The organisation has no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employees the benefits relating to service in the current or prior periods.

The organisation's contributions to the defined contribution funds are established in terms of the rules governing those plans. Contributions are recognised in the statement of financial performance in the period in which the service is rendered by the relevant employees. The organisation has no further payment obligations once the contributions have been paid.

1.21.2 Defined benefit plans

A defined benefit plan is a post-retirement benefit plan other than a defined contribution plan.

1.21.2.1 Post-retirement health care benefits:

The library has an obligation to provide post-retirement health care benefits only to its current retirees. According to the rules of the Medical Aid Fund, with which the library is associated, an active retired member (who was on the conditions of service when it was applicable), on retirement, is entitled to remain a continued member of the Medical Aid Fund, in which case the library is liable for a two thirds portion of the medical aid membership fee (this applies only to the main member, and excludes dependents).

The defined benefit liability is the aggregate of the present value of the defined benefit obligation and unrecognised actuarial gains and losses, reduced by unrecognised past service costs. The plan is unfunded. The present value of the defined benefit obligation is calculated using the projected unit credit method, incorporating actuarial assumptions and a discount rate based on the government bond rate. Valuations of these obligations are carried out every two to three years by independent qualified actuaries.

Actuarial gains or losses are accounted for in the statement of financial performance in full in the year in which it occurs.

1.21.3 Short-term employee benefits

The cost of all short-term employee benefits, such as leave pay, is recognised during the period in which the employee renders the related service (such as paid vacation leave and sick leave, bonuses and non monetary benefits such as medical care).

The expected cost of surplus sharing and bonus payments is recognised as an expense when there is a legal or constructive obligation to make such payments as a result of past performance.

SOUTH AFRICAN LIBRARY FOR THE BLIND ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MARCH 2022

1.22 Segment Reporting

The objective of segment reporting is to provide information about the specific operational objectives and major activities of an entity as well as the resources devoted to and costs of these objectives and activities. Management has identified the following services to be reported on as segments: Library Information Services; Audio Production and Braille Production (incorporating Braille Consultancy). These three services are the core sections of SALB and meet the criteria set out to be disclosed as a reportable segment. The other services are more administrative in nature and will thus form part of the unallocated/central total. Furthermore only expenditure and specific sectional production assets is reported separately and reviewed for each of these segments, whilst revenue and liabilities are all central/unallocated.

1.23 Significant judgements and sources of estimation uncertainty

In preparing the financial statements, management is required to make estimates and assumptions that affect the amounts represented in the 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 financial statements. Significant judgements include:

Useful lives of property, plant and equipment and intangible assets

The library's management determines the estimated useful lives and related depreciation charges for property, plant and equipment including intangible assets. This estimate is based on the pattern in which an asset's future economic benefits or service potential are expected to be consumed.

Provision for impairment

On receivables an impairment loss is recognised in surplus and deficit when there is objective evidence that it is impaired. The impairment is measured as the difference between the receivable's carrying amount and the present value of estimated future cash flows discounted at the effective interest rate, computed at initial recognition.

Post retirement benefits

The present value of the post retirement obligation depends on a number of factors that are determined on an actuarial basis using a number of assumptions. The assumptions used in determining the net cost include the discount rate. Any changes in these assumptions will impact on the carrying amount of post retirement obligations.

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2 Property, plant and equipment

	Buildings R 000's	Motor Vehicles R 000's	Computer & Office Equipment R 000's	Furniture & Fittings R 000's	Braille Books R 000's	Equipment R 000's	Total R 000's
YEAR ENDED 31 MARCH 2021	57	136	799	148	1 744	201	3 085
Net carrying value as at 1 April 2020	72	240	2 504	307	6 841	1 716	11 680
Cost or valuation	(15)	(104)	(1 705)	(159)	(5 097)	(1 515)	(8 595)
Accumulated depreciation							
Additions	32	-	862	8	-	-	902
Disposals	-	-	(7)	(1)	(490)	-	(498)
Depreciation charge	(2)	(48)	(444)	(28)	(1 254)	(47)	(1 823)
Net carrying value as at 31 March 2021	87	88	1 210	127	-	154	1 666
Cost or valuation	104	240	3 282	313	-	1 465	5 404
Accumulated depreciation	(17)	(152)	(2 072)	(186)	-	(1 311)	(3 738)
YEAR ENDED 31 MARCH 2022	87	88	1 210	127	-	154	1 666
Net carrying value as at 1 April 2021	104	240	3 282	313	-	1 465	5 404
Cost or valuation	(17)	(152)	(2 072)	(186)	-	(1 311)	(3 738)
Accumulated depreciation							
Additions	-	-	883	104	-	-	787
Disposals	(86)	-	(9)	(3)	-	-	(98)
Depreciation charge	(1)	(48)	(651)	(43)	-	(53)	(796)
Net carrying value as at 31 March 2022	-	40	1 233	185	-	101	1 559
Cost or valuation	-	240	3 878	385	-	1 465	5 968
Accumulated depreciation	-	(200)	(2 645)	(200)	-	(1 364)	(4 409)

During the 2021/22 year assets costing R 221 000 with accumulated depreciation of R 123 000 were disposed of/scrapped (2021: R 7 179 000 and R 6 681 000 respectively) – this has been taken into effect in the respective carrying amounts which also resulted in a net loss of R 98 000 being recorded for the year. Included in the disposal amount (cost of R 6 841 805 and accumulated depreciation of R 6 351 444) were assets relating to Braille books whereby a process of "braille-on-demand" will be followed by Management in circulating these books from the 2020/21 period.

During the 2020/21 financial year, a change in estimate was done on certain assets that are still in use (the economic life was extended as those assets are still in good working condition and are productively utilised) and this has been reflected in the asset register accordingly – if no change was done, the depreciation charge on these assets would have been R 208 000, however with the change applied the effect for 2020/21 is R 45 000 and the effect over future years will be R 163 000. The useful life of each asset is assessed annually.

Repairs and maintenance costs pertaining to Property Plant and Equipment (PPE) for the 2021/22 financial year amounted to R 60 000 (Buildings: R 46 000 and Equipment: R 14 000).

3 Intangible assets

Intangible assets consist of software; licences and masterfile electronic records.

	Audio Production Supplier Masterfile	Audio Production In- House Masterfile	Braille Production Supplier Masterfile	Braille Production In- House Masterfile	Software / Licences	Total
YEAR ENDED 31 MARCH 2021	7 384	35 943	2 259	27 199	484	73 269
Net carrying value as at 1 April 2020	7 384	35 943	2 259	27 199	484	73 269
Cost or valuation	-	-	-	-	-	-
Accumulated amortisation						
Additions	2 058	2 099	419	2 041	-	6 617
Disposals	-	-	-	-	-	-
Amortisation charge	-	-	-	-	(161)	(161)
Net carrying value as at 31 March 2021	9 442	38 042	2 678	29 240	323	79 725
Cost or valuation	9 442	38 042	2 678	29 240	484	79 886
Accumulated amortisation	-	-	-	-	(161)	(161)
YEAR ENDED 31 MARCH 2022	9 442	38 042	2 678	29 240	323	79 725
Net carrying value as at 1 April 2021	9 442	38 042	2 678	29 240	484	79 886
Cost or valuation	-	-	-	-	(161)	(161)
Accumulated amortisation						
Additions	4 038	2 374	400	2 744	-	9 556
Disposals	-	-	-	-	-	-
Amortisation charge	-	-	-	-	(161)	(161)
Net carrying value as at 31 March 2022	13 480	40 416	3 078	31 984	162	89 120
Cost or valuation	13 480	40 416	3 078	31 984	484	89 442
Accumulated amortisation	-	-	-	-	(322)	(322)

Included in the additions (Braille and Audio Supplier titles) for the year is the fair value of titles obtained for free for being an Accessible Book Consortium beneficiary R 4 341 000 (2021: R 1 878 000), the corresponding revenue is reflected under note 12.2.

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	2022 R 000's	2021 R 000's
Current Assets		
4. Inventories		
Technical Services - Playback Devices	5 307	689
Braille Production - Braille Paper	255	271
	5 562	960
There was a significant increase in inventory which arose from digital playback devices bought in the 2020/21 financial year which were only received in the current financial year; and the bulk purchase of Megavoice players. The library is phasing out the use of the Stratus digital playback devices and moving to the Megavoice playback device, because the Megavoice playback devices are more accessible and user friendly to the members.		
5. Trade and Other Receivables		
5.1 Trade receivables from exchange transactions		
Amounts recoverable from fruitless and wasteful expenditure		
Less: Impairment recognised	27	36
	189	-
Current	216	36
Trade receivables from exchange transactions	-	-
	216	36
30 Days		
Trade receivables from exchange transactions	216	36
	216	36
The fair value of the trade and other receivables approximates their carrying value. The credit quality of trade and other receivables that are neither past due nor impaired can be assessed by reference to external credit ratings or historical information about default rates.		
	-	-
	-	-
5.2 Other current financial assets (accrued interest receivable)		
5.3 Prepayments (prepaid expenses)		
Licenses and subscriptions		
6 Cash and cash equivalents including current investments	-	5
Cash book balance at bank at beginning of the year		
Cash book balance on hand (pettycash) at beginning of the year	369	4 408
	369	4 408
Cash book balance at bank at end of the year		
Cash book balance on hand (petty cash) at end of the year		
	15 667	22 182
	46	37
	15 713	22 219
The total restricted cash at year end is represented by the current portion of unspent conditional grants (Note 10)		
Total cash and cash equivalents included in the cash flow statement comprise the following statement of financial position amounts:		
Cash and cash equivalents at end of the year	14 559	15 667
Cash and cash equivalents at beginning of the year	52	46
Cash and cash equivalents movement	14 611	15 713
The fair value of cash and cash equivalents approximates their carrying value.		
	3 934	4 141
The South African Library for the Blind operates a current account with no overdraft facility with Standard Bank of South Africa. The details are as follows:		
BANK: Standard Bank of South Africa		
ACCOUNT NUMBER: 082 004 196 (Current Account)		
ACCOUNT NUMBER: 088817644 (Call Account)		
BANK: STANLIB (Standard Bank Group)		
ACCOUNT NUMBER: 053998402 (Money Market Fund Account)	14 611	15 713
BRANCH: Grahamstown (Johannesburg - Head Office)	(15 713)	(22 219)
BRANCH CODE: 05 09 17	(1 102)	(6 506)
The South African Library for the Blind operates a current account with no overdraft facility with Standard Bank of South Africa. The details are as follows:		
BANK: Reserve Bank of South Africa		
ACCOUNT NUMBER: 95000690 (Call Account)		
BRANCH: Grahamstown (Johannesburg - Head Office)		
BRANCH CODE: 05 09 17		
The South African Library for the Blind operates a savings account and a money market fund account with ABSA Bank. The details are as follows:		
BANK: ABSA Bank		
ACCOUNT NUMBER: 3804 372 1159 (Savings Account)		
ACCOUNT NUMBER: 9069975980 (Money Market & ABIL Retention Fund Account)		
BRANCH: Grahamstown		
BRANCH CODE: 42 05 17		
During the 2021/22 financial year, the library closed all the bank accounts held with ABSA and the Money Market Fund Account held with Standard Bank.		

**SOUTH AFRICAN LIBRARY FOR THE BLIND
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
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7

Provision for Post Retirement Benefits

Post-Retirement Health Care Benefit Liability

Total: Post-Retirement Medical Aid Benefit Liability

2022	2021
R 000's	R 000's
757	1 776
757	1 776

The Library provides post retirement medical benefits by funding the medical aid contributions of retired members of the Library. According to the rules of the medical aid fund with which the Library is associated, a member (who was on the previous condition of service), on retirement, is entitled to remain a continued member of such medical aid fund, in which case the Library is liable for a certain portion of the medical aid membership. Only two qualifying members are remaining on the scheme.

The most recent actuarial valuation of the present value of the unfunded defined benefit obligation was carried out as at 31 March 2022 by QDI Consult, a member of the Actuarial Society of South Africa. The present value of the defined obligation, and the related current service cost and past service cost, were measured using the Projected Unit Credit Method.

The Post-Retirement Health Care Benefit Plan is a defined benefit plan, of which the members are made up as follows:

Continuation members (retirees)

Total

2	3
2	3

The liability in respect of past service has been estimated to be as follows:

Continuation members

Total liability

757	1 776
757	1 776

The Library makes monthly contributions for health care arrangements to the following medical aid schemes:

Bonitas Medical Scheme (1 April 2021 to 31 March 2022) - One pensioner

Discovery Health Scheme (1 April 2021 to 31 March 2022) - One pensioner

The current service cost for the year ending 31 March 2022 is estimated to be R nil (2021: R nil) whereas the interest cost is estimated to be R 195 000 (2021: R 187 000). During the year, due to an overall change in economic climate a net fair value gain of R 1 090 000 was realised on the provision. The actuarial loss is reflected on the face of the Statement of Financial Performance.

**SOUTH AFRICAN LIBRARY FOR THE BLIND
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	2022 R 000's	2021 R 000's
7 Provision for Post Retirement Benefits cont.		
The principal assumptions used for the purposes of the actuarial valuations were as follows:		
i) Rate of interest		
Discount rate	10.57%	11.42%
Health care cost inflation rate	8.11%	9.15%
Net Discount Rate	2.28%	2.08%
ii) Mortality rates		
Post-retirement	PA(90) ultimate table	
iii) Normal retirement age		
The normal retirement age for employees of the Library was 65 years.		
The amounts recognised in the statement of financial position are as follows:		
Present value of funded obligations		
Present value of unfunded obligations		
Unrecognised past service cost	757	1 776
Unrecognised actuarial gains / (losses)	757	1 776
Present value of unfunded obligations		
Net Liability	-	-
The movement in the defined benefit obligation over the year is as follows as derived from the actuarial report:		
Balance at beginning of year (1 April)	757	1 776
Recognised past service cost	757	1 776
Current service cost		
Interest cost		
Benefits paid		
Actuarial loss / (gain) on the obligation		
Net impact of settlement cost	1 776	1 573
Balance at end of year (31 March)	-	-
The effect of a 1 % movement in the assumed rate of health care cost inflation is as follows:	195	187
Increase	(124)	(122)
Effect on the current cost and the interest cost	(1 090)	138
Effect on the defined benefit obligation	-	-
Decrease	757	1 776
Effect on the current cost and the interest cost		
Effect on the defined benefit obligation		
8 Trade and other payables from exchange transactions	82	216
Trade creditors	816	1 956
Leave gratuity accrual		
Accrual for bonus		
9 Provisions (Current Liabilities)	71	177
Provision for performance awards	704	1 620
Balance at beginning of year		
Provision utilised		
Contribution to provision		
Performance awards are paid based on the performance of the library, as well as individual performance. The provision is an estimate based on unaudited profits as well as historical performance awards paid. No further contributions have been made in the current financial year, as the payment of performance awards has been discontinued.	1 312	1 664
	1 686	1 666
	538	504
	3 536	3 834
	196	192
	(196)	(137)
	-	141
	-	196

**SOUTH AFRICAN LIBRARY FOR THE BLIND
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10 Current portion of unspent conditional grants

YEAR ENDED 31 MARCH 2022

Provincial Department of Sport, Arts and Culture

Kwazulu Natal Library project
Mpumalanga Library project
Eastern Cape Library project
Western Cape Library project
North West Library project
Northern Cape Library project
Free State Library project
Gauteng Library project
Limpopo Library project

Totals

Balance	Conditions	Current year	Conditions
246	(1 911)	1 860	195
519	(1 242)	1 500	777
368	(1 833)	2 000	535
413	(1 317)	1 200	296
362	(1 027)	900	235
676	(828)	1 000	848
91	(970)	1 000	121
1 089	(755)	-	334
377	(984)	1 200	593
4 141	(10 867)	10 660	3 934

YEAR ENDED 31 MARCH 2021

Provincial Department of Sport, Arts and Culture

Kwazulu Natal Library project
Mpumalanga Library project
Eastern Cape Library project
Western Cape Library project
North West Library project
Northern Cape Library project
Free State Library project
Gauteng Library project
Limpopo Library project

Totals

Balance	Conditions	Current year	Conditions
1 576	(1 330)	-	246
125	(1 106)	1 500	519
1 198	(2 830)	2 000	368
207	(994)	1 200	413
284	(522)	600	362
926	(750)	500	676
934	(843)	-	91
2 435	(1 346)	-	1 089
738	(361)	-	377
8 423	(10 082)	5 800	4 141

Government grants are recognised in accordance with grant conditions.

11 Current portion of unspent conditional receipts

Josie Wood Trust

Balance unspent at the beginning of the period

Conditions met transferred to revenue

Current year receipts

Conditions still to be met at the end of the period

Unspent conditional receipts are funds received upfront in respect of planned future projects which have not yet been released to the statement of financial performance.

2022	2021
R 000's	R 000's
410	350
(410)	(350)
302	410
302	410

**SOUTH AFRICAN LIBRARY FOR THE BLIND
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		2022 R 000's	2021 R 000's
12	Revenue		
	An analysis of SALB's revenue is as follows:		
	Non-exchange revenue	41 406	35 846
12.1	Transfers and subsidies received		
	National Department of Sport, Arts and Culture (DSAC)	25 578	23 365
	Sub-Total	25 578	23 365
12.2	Gifts, sponsorships and donations		
	Donations and bequests	114	106
	Audio production	22	12
	Josie Wood Trust	410	350
	Accessible Book Consortium Beneficiary (non-cash)	4 341	1 878
	Braille production	74	53
	Sub-Total	4 961	2 399
12.3	Transfers and Sponsorships (Other Government Departments and Entities) (National Entity and Provincial Department of Sport, Arts and Culture)		
	KwaZulu Natal	1 911	1 330
	Mpumalanga	1 242	1 106
	Eastern Cape	1 833	2 830
	Western Cape	1 317	994
	North West	1 027	522
	Northern Cape	828	750
	Free State	970	843
	Gauteng	755	1 346
	Limpopo	984	361
	Sub-Total	10 867	10 082
	Exchange revenue	1 009	795
12.4	Other income		
	Sundry income	50	4
	Amount recovered from the loss	188	-
	Amount recoverable from the loss	189	-
	Sub-Total	427	4
13	Interest received/earned	582	791
14	Reconciliation of budgeted surplus with the surplus in the statement of financial performance		
	Net surplus per the final budget	-	-
	Adjusted for:		
	- Interest received and fair value gain on investments in excess of budgeted amount	(18)	(209)
	- Actuarial loss/(gain) on post retirement medical aid provision	1 090	138
	- Donations and bequests received and not budgeted for	4 351	1 749
	- Government grants projects	(3 934)	(4 141)
	- Sundry income received and not budgeted for	427	4
	- Budgeted funding from surplus	(4 240)	-
	- Expenditure regularised as per approved budget		
	- Use of goods or services	8 278	6 980
	- Compensation of employees	4 798	854
	Net surplus per the statement of financial performance	10 752	5 375
	In terms of Para 53(3) of the Public Finance Management Act, 1999, a public entity may not budget for a deficit and may not accumulate surpluses unless written approval of The National Treasury has been obtained. The Library applies for retention of the surplus funds annually and will apply for retention again once the 2021/22 financial year audit is concluded.		
15	Administrative expenses		
	General administrative expenses	216	259
	Insurance	112	104
	Water; Electricity expense DAC/DPW	206	187
	Fees for services:		
	General	185	35
	Board expenses	170	216
	Corporate governance	79	24
	Legal fees	10	-
	Stationery and printing	133	71
	Bank & Other Finance charges	56	56
	Training and staff development	138	151
	Total	1 305	1 103

**SOUTH AFRICAN LIBRARY FOR THE BLIND
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FOR THE YEAR ENDED 31 MARCH 2022**

		2022 R 000's	2021 R 000's
16	Staff costs		
	Wages and salaries	10 302	10 831
	Basic salaries	8 677	8 716
	Annual bonuses	775	686
	Housing allowance	656	594
	Temporary staff	101	142
	Leave gratuity	20	628
	Post retirement medical benefits (Refer to note 7)	73	65
	Senior Management (Refer to note 21)	2 352	1 671
	Director/Chief Executive Officer	1 341	493
	- Pensionable salary	934	355
	- Non-pensionable salary	111	41
	- Bonus	64	-
	- Housing allowance	17	7
	- Other employer contributions	215	90
	Chief Financial Officer	1 011	1 178
	- Pensionable salary	669	696
	- Non-pensionable salary	84	234
	- Bonus	61	58
	- Housing allowance	17	16
	- Other employer contributions	180	174
	Defined contribution plan expenses	2 463	2 269
	Social contributions (employer's contributions)	1 098	878
	Medical	87	72
	UIF	1 237	1 279
	Pension	41	40
	Other salary related costs	15 117	14 771
	Total	15 117	14 771
	Salary costs associated with the book production process are capitalised as Intangible Assets under note 3.		
17	Marketing costs		
	General marketing expenses	254	208
	Total	254	208
18	Audit fees		
	External audit fees	617	534
	Internal audit fees	162	112
	Total	779	646
19	Other operating expenses		
	Consultants, contractors and special services	446	510
	COVID-19 related expenditure (Refer to note 25)	133	287
	Foreign exchange related expenditure	15	239
	Playback Device expenditure	93	8
	Tactile book expenditure	11	3
	Eastern Cape Library Project	1 832	2 830
	KwaZulu Natal Library project	1 913	1 330
	Mpumalanga Library project	1 241	1 106
	Western Cape Library project	1 317	994
	North West Library project	1 026	522
	Northern Cape Library project	828	750
	Gauteng Library project	755	1 346
	Free State Library project	971	843
	Limpopo Library project	984	361
	Library and information services expenditure	4	54
	Book production services: Audio and Braille (non capital expenditure)	91	71
	Repairs and maintenance	538	116
	Property and buildings	54	34
	Motor Vehicles	33	44
	Equipment	451	38
	Travel and subsistence	539	119
	Courier and delivery charges	366	54
	Communication costs	526	421
	Operating lease expense: equipment (Refer to note 19.1)	237	91
	Total	13 866	12 055

**SOUTH AFRICAN LIBRARY FOR THE BLIND
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

		2022 R 000's	2021 R 000's
19	Other operating expenses cont.		
19.1	Operating leases: Equipment		
	Analysed as follows:		
	Minimum operating lease rentals	63	163
		63	163
	SALB rents equipment under a non-cancellable operating lease for 60 months with the option to renew.		
	Future commitments (including VAT) under non-cancellable operating leases are summarised as follows:		
		R 000's	R 000's
		Within 1 year	2 - 5 years
		Total	Total
2022	Minimum future lease payments	61	2
2021	Minimum future lease payments	60	103
		63	163
	Escalation clause		
	There is no escalation clause.		
20	Reconciliation of surplus / (deficit) to cash flows from operating, investing and financing activities		
20.1	Cash flows from operating activities		
	Surplus before interest and other gains	8 751	5 079
	Adjusted for:		
	- Increase in employee benefits	73	65
	- Depreciation/Amortisation (Refer to notes 2 and 3)	957	1 985
	- Non-cash revenue from TIGAR beneficiary	(4 341)	(1 878)
	- Non-cash flow increase/(decrease) in provisions	(196)	3
	Operating cash flows before working capital changes	5 244	5 254
	Changes in working capital		
	- (Increase) in trade and other receivables	4 052	(4 661)
	- (Increase) in inventory	(4 602)	1 970
	- Increase/(Decrease) in trade and other payables	(298)	-
	- Increase in unallocated receipts	188	-
		(660)	(2 691)
	Cash generated from operations	4 584	2 563
	Interest received	582	794
	Other Income	49	-
	Cash flows from operating activities	5 215	3 357
21	Related party transactions and balances		
	The SA Library for the Blind recognise the following persons and/or institutions as related parties: SALB Senior Managers and their close family members; The National Department of Sport, Arts and Culture (DSAC) and Public Entities, as well as Provincial Departments under their control.		
	Related Party transactions	36 445	33 447
	Department of Sport, Arts and Culture - Transfers and subsidies	25 578	23 365
	Provincial Departments of Sport, Arts and Culture - Minilibrary project Grants	10 867	10 082
	<i>Refer to note 10 for the balance of unspent conditional grants from the Provincial Departments of Sport, Arts and Culture.</i>		
	Key management personnel		
	Chief Executive Officer (CEO)	1 341	493
	Chief Financial Officer (CFO)	1 011	1 178
	Senior Manager: Library and Information Services	821	784
	Senior Manager: Production and Standards	822	783
	Senior Manager: Information & Communication Technology	424	781
	Senior Manager: Information & Communication Technology	137	-
	Head: Human Resources	822	919
	<i>Refer to note 16 for detailed breakdown on CEO and CFO remuneration</i>		
	Board members		
	<u>Board Term : 1 April 2021 - 31 March 2022</u>		
	Board fees:	71	121
	M Kganedi (Deputy Chairperson)	14	13
	S Neerputh	11	14
	E Ramaoka	6	11
	N Ravgee	4	13
	M Masutha	4	27
	M Mphidi	11	16
	M Buthelezi	9	14
	D Maraka	12	13

SOUTH AFRICAN LIBRARY FOR THE BLIND

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

22

Statement of Comparison of Budget and Actual Amounts

22.1 Basis and Period of Budget and Actual Amounts

The accounting basis used for budget presentation purposes is the accrual basis. The classification basis used is derived from internal Management functionality reporting which is closely aligned to the National Treasury quarterly reporting template. The period of the approved budget is for the 2021/22 financial year with comparative actual expenditure shown for the both the 2020/21 and 2021/22 periods. The adjustments to the original approved budget were duly approved by the Accounting Officer as delegated by the Accounting Authority.

22.2 Major Variances in Statement of Comparison of Budget and Actual Amounts

The Gift, Sponsorship and Donations category of revenue increased as a result of the number of free downloadable book titles that were downloaded and disclosed in terms of fair value.

Due to one of the Post-Retirement medical aid beneficiaries having terminated her membership from the medical aid, there was an actuarial gain realised of R1 090 000.

A total of R14,8 million was budgeted to be received from Mini-library projects, yet not all such funding was fully utilised due to continued restrictions on movement and or events resulting from the Covid-19 pandemic and National Treasury restrictions on procurement processes in the 4th quarter of the year. Requests to retain the funding was sent to relevant authorities.

Savings realised at Compensation of Employees were realised due to vacant positions during the financial period, particularly at senior management level.

Expenditure comparisons in terms of budget vs actual for audit fees reflect a saving given the hybrid approach of auditing in the current year where some functions of the audit was completed remotely (off-site) and fewer parts of the audit took place on site. Board costs were reduced during the current year, as more virtual and hybrid meeting approaches were implemented. There were savings experienced at Book Production services generally due to savings on production costs in the Braille Section.

Courier and delivery expenses increased significantly due to the challenges experienced with the South African Post Office (SAPO) not functioning optimally and as a result books to our member not reaching them through the SAPO mailing system. More courier services were utilised to ensure members receive their players and books.

Covid-19 expenditures were slightly less than anticipate due to fewer staff working from the office given a rotational work arrangement implemented.

There were no playback devices ordered from abroad due to the impact of the Covid-19 pandemic delivery of shipments to South Africa and also because a cheaper alternative player (Magavoice) was procured to issue to members in future.

Other savings were realised at legal fees, communication costs, consultants or special services fees, general administration fees and marketing costs to name but a few.

The prior year's surplus funds were retained to supplement the current year budget for the acquisition of store equipment and furniture. However, as the builders fell behind schedule we could not purchase the store equipment and furniture during the 2021/22 financial year.

23

Risk management

Interest rate risk / current investment risk

The current account and the investment account expose the Library to cash flow interest rate risk. Deposits attract interest at a rate that varies according to the prime banking rate / fluctuations in the financial sector/market.

The Library manages this interest rate risk by ensuring that all surplus funds are invested in fixed/call rate instruments and by maintaining the minimum possible balance in the current account. The interest rates on the fixed/call deposits are fixed, but vary from investment to investment.

Currency risk

The library undertakes certain transactions denominated in foreign currencies, either directly through the import of goods and services, or indirectly through the award of contracts to local importers which are priced in foreign currency. These transactions were mainly for playback devices, book titles and spares.

Stringent cash management procedures are in place. These include cash flow forecasting. A sensitivity analysis has not been performed and included as the Library is exposed to foreign exchange risk on a limited basis, as payments to the major foreign suppliers, RNIB and Human ware, are generally made in advance.

Credit risk

Credit risk consists mainly of cash deposits, cash equivalents and debtors. The Library only deposits cash with major banks and financial institutions which have high quality credit standing and limits exposure to any one counter-party.

Adequate provision has been made for anticipated bad and doubtful debts. Additional information relating to the analysis of debtors is provided for under note 4 to the financial statements. The maximum exposure to credit risk is the cash balance at bank and debtors, which may increase as a result of non payment by debtors or the bank.

Trade Receivables

Management evaluates credit risk on an ongoing basis. Factors such as past experience, payment history, the relationship with the debtor/customer and agreements are taken into consideration. No collateral is held for any debtor. Management is of the opinion that debtors disclosed at year-end are fully recoverable.

Liquidity Risks

The Entity's risk to liquidity is a result of the funds available to cover future commitments. Management evaluates liquidity risk through an ongoing review of future commitments and credit facilities. Management further manages the risk by monitoring its cash flow requirements. Management is of the opinion that the net carrying value of the liabilities approximate their fair value and that the entity has sufficient resources to settle its short-term liabilities.

Fair Value

At 31 March 2022 and 31 March 2021, the carrying values of financial instruments reported in the financial statements approximate their fair value.

**SOUTH AFRICAN LIBRARY FOR THE BLIND
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

	2022 R 000's	2021 R 000's
23 Risk management cont.		
Financial Assets carried at Amortised Cost	14 611	15 713
Cash and Cash Equivalents	216	36
Trade and other Receivables from exchange transactions	-	5
Other Current Financial assets		
Financial Liabilities carried at amortised cost	3 536	3 834
Trade and Other Payables from exchange transactions		
Liquidity Risk	Less than 12 months	Greater than 12 months
As at 31 March 2022		
Trade Payables	1 312	-
Leave Gratuity accrual	1 686	-
Bonus Accrual	538	-
As at 31 March 2021		
Trade Payables	1 664	-
Leave Gratuity accrual	1 666	-
Bonus Accrual	504	-

24 Segment Reporting

1. The South African Library for the Blind (SALB) has identified the following services to be reported on as segments: Library Information Services; Audio Production and Braille Production (incorporating National Braille Advisory Services). These three services are the core sections of SALB and meet the criteria set out to be disclosed as a reportable segment. The other services are more administrative in nature and will thus form part of the unallocated/central total. Furthermore only expenditure and specific sectional production assets are reported separately and reviewed for each of these segments, whilst revenue and liabilities are all central/unallocated.

2. Information reported about these segments are used by management as one of the basis for evaluating the segments' performances and for making decisions about the allocation of resources. The disclosure of information about these segments are also considered appropriate for external reporting purposes.

3. SALB has a National focus and cannot distinguish reporting per Geographic Area as the information is not classified as such in the records and it is not feasible for SALB to consider this approach. The Library does have partnership programmes with all Provinces (Mini-Library Projects); however we act as "advisors" only. No administration or such fee is charged and the relationship is mainly to assist the Provincial Libraries to cater for blind and visually impaired people in the identified Libraries; the resources/infrastructure do not belong to SALB; and hence the rationale not to report Geographically or separately on this. Furthermore, expenditure incurred on the Mini-Libraries are fully reimbursed by the relevant Provinces.

**SOUTH AFRICAN LIBRARY FOR THE BLIND
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

24

Segment Reporting cont.

2021/22 Financial year	Library Information Services	Audio Production	Braille Production including National Braille Consultancy	Total
	R 000's	R 000's	R 000's	R 000's
Revenue				
N/a	-	-	-	-
Total segment Revenue	-	-	-	-
Expenses				
Salaries and wages	(1 771)	(3 571)	(3 332)	(8 674)
Licences - Library System	-	-	-	-
Labels - Circulation	(214)	-	-	-
AP CD Casings	-	-	-	-
BP Paper	-	-	-	-
Other	-	-	-	-
Total segment Expenses	(1 985)	(3 571)	(3 332)	(8 674)
Total segment Deficit	(1 985)	(3 571)	(3 332)	(8 674)
Interest Revenue - Unallocated	-	-	-	582
Other gains/(loss) - Unallocated	-	-	-	992
Other unallocated/central Revenue	-	-	-	41 833
Interest Expense	-	-	-	-
Depreciation and amortisation - unallocated/central	-	-	-	(957)
Other unallocated/central Expenses	-	-	-	(23 024)
Surplus for the Period				10 752
Assets				
Segment assets (production process)	-	53 896	35 062	88 958
Unallocated/central assets	-	-	-	22 479
Total Assets				111 437
Liabilities				
Segment liabilities (n/a)	-	-	-	-
Unallocated/central Liabilities	-	-	-	8 529
Total Liabilities				8 529
Other Information				
Capital expenditure - unallocated/central	-	-	-	10 343
Accrued expenditure - unallocated/central	-	-	-	-
Deferred revenue - unallocated/central	-	-	-	4 236

**SOUTH AFRICAN LIBRARY FOR THE BLIND
NOTES TO THE ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

24

Segment Reporting cont.

2020/21 Financial year	Library Information Services	Audio Production	Braille Production including National Braille Consultancy	Total
	R 000's	R 000's	R 000's	R 000's
Revenue				
n/a	-	-	-	-
Total segment Revenue	-	-	-	-
Expenses				
Salaries and wages	(2 918)	(3 451)	(2 956)	(9 325)
Licences - Library System	(269)	-	-	(269)
Labels - Circulation	(53)	-	-	-
AP CD Casings	-	(43)	-	(43)
BP Paper	-	-	-	-
Other	(36)	(28)	(3)	(67)
Total segment Expenses	(3 276)	(3 522)	(2 959)	(9 704)
Total segment Deficit	(3 276)	(3 522)	(2 959)	(9 704)
Interest Revenue - Unallocated	-	-	-	-
Other gains/(loss) - Unallocated	-	-	-	-
Other unallocated/central Revenue	-	-	-	-
Interest Expense	-	-	-	-
Depreciation and amortisation - unallocated/central	-	-	-	-
Other unallocated/central Expenses	-	-	-	9 704
Surplus for the Period				-

Assets				
Segment assets (production process)	-	47 485	5 618	53 103
Unallocated/central assets	-	-	-	(53 103)
Total Assets				-

Liabilities				
Segment liabilities (n/a)	-	-	-	-
Unallocated/central Liabilities	-	-	-	-
Total Liabilities				-

Other Information				
Capital expenditure - unallocated/central	-	-	-	7 519
Accrued expenditure - unallocated/central	-	-	-	63
Deferred revenue - unallocated/central	-	-	-	-

NB : There are no inter-segmental transactions and therefore no eliminations required.

25

COVID-19 Impact on Operations

The Covid-19 pandemic was still very prominent during the 2021/22 financial year, although there were slight variations in the lockdown restrictions as time went by. During the year 2021/22 a major building and renovations project also commenced at the SALB. This resulted in the full courtyard area of the SA Library for the Blind having been handed over to the building contractors to commence with the work. An entire flank of offices had to be vacated for building construction work to take place.

Given that SALB now had even less office space to accommodate all staff in compliance with Covid-19 social distancing protocols, a combination of a working from home and alternating work week arrangements had to be implemented at the office. The Library Management has ensured that the necessary health and safety precautions remained in place and that any major health and safety risks are mitigated.

Despite best efforts, due to the nature of the virus, there were times whereby interruption to services were enforced to ensure decontamination protocols could be followed and contact tracing in relation to staff who tested positive for the virus could be performed. Such instances were carefully controlled and monitored. In 2020/21 R 287 000 was spent on Covid-19 related expenses, and in 2021/22 financial year R 133 000, on COVID-19 related expenses for own Institutional uses. No relief programmes/beneficiaries were administered/added during the 2021/22 by the SALB.

**SOUTH AFRICAN LIBRARY FOR THE BLIND
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FOR THE YEAR ENDED 31 MARCH 2022**

26. Accounting Authority

From 1 April 2021 to 31 March 2022

Adv M Masutha, Dr H Mphidi, Mr M Buthelezi, Ms M Kganedi, Mrs D Maraka
Mr X Yekani; Dr S Neerputh; Ms E Ramaoka; Mr N Ravgee.

Senior Management

From 1 April 2021 to 31 March 2022

Mr Mandla Ntombela (CEO/Director)
Mr Yasheen Ramcharan (CFO)

27. Significant financial event

During the 2021/22 financial year, two cases of alleged fraud were reported within the organisation. The board engaged forensic auditors to investigate these matters. The cases were still pending at the end of the 2021/22 financial year and the full amount presumed to have been embezzled could not be quantified as at financial year end.

The library has thus far identified an amount of R376 727 of suspicious transactions for the 2021/22 financial year which are still being investigated. To this effect, a deposit of R188 306 was received from one of the cases mentioned above and is disclosed as amount recovered from the loss in the Annual Financial Statements pending the outcome of the investigation. The affected prior year balances will also be restated accordingly when the investigation is finalised.

28. Commitments

The SA Library for the Blind had no capital commitments for the year 2021/22 financial year.

However, the library had the following service commitments;

- A 3-year contract agreement for Internal Audit services which was secured as from 1 April 2022 to 31 March 2025 with a
 - a. financial commitment of approximately R 444 000
 - Fibre line services 3 year contract for the term 1 July 2020 to 30 June 2023. The remaining commitment amounts to
 - b. approximately R213 000
 - Insurance Services including brokerage fees effective from 1 October 2020 to 30 September 2023 with a remaining cost of
 - c. approximately R125 000 which is dependant upon additions to or removal of items from the portfolio

29. Fruitless and wasteful expenditure

Reconciliation of fruitless and wasteful expenditure

	-	-
Opening balance	377	-
Fruitless and Wasteful expenditure incurred	(188)	-
Recovered during the year	(189)	-
Transfer to receivables for recovery		
Fruitless and wasteful expenditure closing balance	<u>-</u>	<u>-</u>

In addition to Note 27 above the amount of R376 727 identified as a suspicious transaction was categorized and disclosed as wasteful expenditure.

A TRIBUTE TO OUR DONORS

GOLD DONORS

Josie Wood Trust 302 000,00

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J & N Wood Trust	70 000,00
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Low And Co - Rawbone	20 000,00
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Myra Jones	1 000,00
Mrs L Du Preez	1 000,00

ACKNOWLEDGEMENTS

The Board and Management of the South African Library for the Blind wish to express their gratitude to the Department of Sport, Arts and Culture, who ensure that the subsidy received by the Library enables it to provide a sustainable and indispensable service to the blind and print impaired community of South Africa in the medium to long term. Their continued support is greatly appreciated.

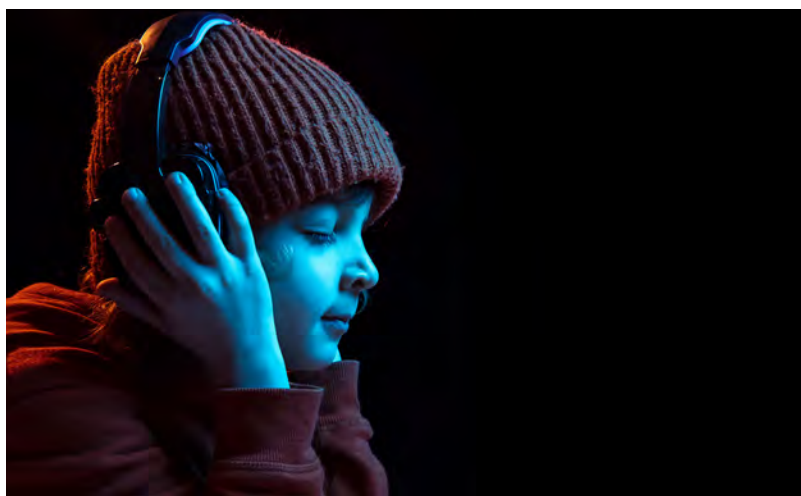
PASA (Publishers Association of South Africa), as the representative body of the South African publishers, is acknowledged for their ongoing support and belief in providing reading material and content to blind and visually impaired people of our population in accessible formats.

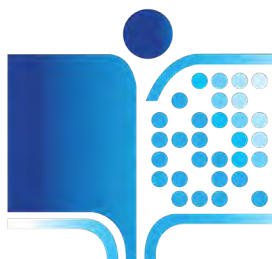
Many of the Library's objectives and specific projects would not be possible without the continued and generous support of our donors which include all bequests received. These donations make it possible for the Library to add value to the services and products offered by the Library to our members.

A warm special thank you is extended to our valued team of volunteer narrators, transcribers, copy-typists and proofreaders. Without your commitment and loyal support, the major part of our book production would not be possible.

Finally and most importantly, sincere appreciation is extended to the staff of the Library - a dedicated team of people who strive for excellence at all times. Keep up the good work and thank you very much for your contribution.

[illegible]





**SOUTH AFRICAN
LIBRARY FOR THE BLIND**

An agency of the
Department of Sport, Arts and Culture

blind people  reading

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