



AMAZWI

SOUTH AFRICAN
MUSEUM OF LITERATURE

an agency of the
Department of Arts and Culture

ANNUAL REPORT

2022/23



**SOUTH AFRICAN
MUSEUM OF LITERATURE**

**an agency of the
Department of Arts and Culture**

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Beverley Thomas opens the Schreiner Karoo Writers Festival



Zongezile Matshoba at Simon's Town Literary Festival



Amazwi staff at International Museum Day





PART A

GENERAL INFORMATION

General Information



Registered Name

Amazwi South African Museum of Literature (Amazwi)



Registered Address

25A Worcester Street, Makhanda 6139



Satellite Museums

Eastern Star Gallery, Anglo-African Street, Makhanda
Schreiner House, 9 Cross Street, Nxuba



Postal Address

Private Bag 1019, Makhanda, 6140



Telephone Number

046 622 7042



Email Address

info@amazwi.museum



Web

<http://www.amazwi.museum/>



Facebook

<https://www.facebook.com/AmazwiMuseum/>



Twitter

@amazwi_museum



External Auditor

Auditor-General of South Africa

(Eastern Cape Business Unit), 69 Frere Road, Trust Building, Vincent, East London
PO Box 13252, East London 5217, Telephone 043 709 7200



Bankers

Standard Bank of South Africa, Church Square, Makhanda 6139



FOREWORD

BY THE CHAIRPERSON

Dr Sibongile Masuku

Chairperson of the Council

Amazwi South African Museum of Literature

Amazwi South African Museum of Literature is a schedule 3A Public Entity, established in terms of the Cultural Institutions Act, Act No. 119 of 1998, under the control of a Council appointed by the Minister of Sport, Arts and Culture. The function of the council is to formulate policy and to hold, preserve and safeguard the collections and all other movable and immovable property in the care of the museum.

The cooperation and collaboration of internal and external stakeholders such as staff, Council and strategic partners ensured that Amazwi achieved steady progress in delivering its work programme in the 2022/2023 period.

Our Performance in 2022/2023

The Council's activities during the period under review included the review of policies to ensure alignment with changes in legislation and best practices. The Council's activities also focused on building institutional capacity in terms of strengthening the governance structures. This work was affirmed by the report of the Auditor-General. Notably, the report highlights that more work is still required in this regard, however, Council believes a solid foundation has been laid to achieve success.

During the period under review, Council approved a new salary grading system for Amazwi staff resulting in the general improvement of staff salaries. This impacted the workplace morale positively and will go a long way in positioning the museum as the employer of choice.

Priorities for the next reporting period

Amazwi aims to consolidate corporate governance practices within the organisation to ensure compliance with the legislative framework thereby improving audit outcomes.

The South African literary scene is vibrant and growing. Amazwi plans to expand its reach / access to ensure that the broad literary community and other stakeholders are aware of its collections, activities, programmes, and services. Amazwi will harness its resources to collect, conserve, research and curate South African literary artefacts and related materials and produce quality and interactive exhibitions and public programmes.

Amazwi will prioritise the completion of the renovation and refurbishment of the Olive Schreiner House Museum in Nxuba in the upcoming period. The project aims to undertake urgent maintenance works and to improve the functionality of the property for better user experience.

Challenges

The environment we are operating in is changing; it is disruptive, uncertain, and volatile and it is creating a complex operating environment for organizations alike. It poses challenges and offers opportunities for creating sustainable growth and value. The challenges include ensuring sustainability in a constrained budget environment, digitization, resourcing the museum, e.g., talent management, etc. There is a danger that literature, culture and heritage are not seen as priorities. On the other hand, the museum through its programmes offers tremendous value to contribute to people's cultural engagement and sense of well-being thus social cohesion and nation building.

An ongoing challenge for Council is the paucity of funding for preserving and promoting the literary works of all linguistic groups. Amazwi had obtained approval from National Treasury to utilise a portion of its retained surplus funds towards the development of the IsiXhosa Collection. However, the current commitment towards municipal services

significantly reduces the available reserves. The Council will continue to engage the Minister of Sports, Arts and Culture on this matter with a view to ensure that adequate resources are made available to the museum to undertake this important mandate.

Thank you

In June 2023, Amazwi said farewell to Ms Beverley Thomas, who served as Director since 2010. We thank Ms Thomas for her leadership and service to transform the institution into a world-class museum that celebrates South Africa's literary heritage. We wish her all the best with the new phase of her life..

The term of Council is expiring in November 2023. I have had the privilege to work with an experienced and technically skilled Council. I would like to express my gratitude towards my fellow Council members for their support and commitment throughout our term. Council pays tribute to Dr William Langeveldt

who served as Deputy Chairperson and an ordinary member at the time of his passing in January 2023.

I would like to thank various Amazwi stakeholders for their assistance and collaboration during the year towards achieving the Amazwi's strategic objectives.

I would also like to take this opportunity to thank the Department of Sport, Arts and Culture for their continued support and investment in Amazwi.



Dr Sibongile Masuku

Chairperson of the Council of Amazwi South African Museum of Literature

31 August 2023



Dr Sibongile Masuku, Chairperson of Amazwi South African Museum of Literature at the LitFest held at Amazwi.



DIRECTOR'S OVERVIEW

Mr Musawakhe Mazibuko

Acting Director

Amazwi South African Museum of Literature

South Africa's corpus of literature is a national asset; it spans centuries, and its excellence is expressed in a diversity of voices and forms. In addition to care and preservation, the museum interprets and promotes the collection through exhibitions, educational and outreach programmes - fostering a culture of reading, writing and storytelling for education and enjoyment, public talks, popular articles and scholarly research. It is Amazwi's privilege to be the custodian of this heritage.

The year under review

Operationally, Amazwi achieved 77% of its targets for the year, Part B provides a detailed annual performance report. The notable highlights include obtaining an unqualified audit outcome. However, the Auditor-General raised findings on non-compliance with legislation. Amazwi is committed to strengthening its control environment to ensure that the findings are adequately addressed.

Amazwi effectively utilised its website and social media platforms to enhance its public profile by developing new content such as digital exhibitions, e-book and YouTube videos. The Amazwi events continued to attract media interest based on the number of media appearances during the period under review. Amazwi leveraged the power of cooperation and collaboration with various stakeholders to produce co-branded events and deliver mutually beneficial programmes.

Amazwi solidified its pole position as a centre of excellence in literary research through the publication of research articles in reviewed journals, chapters in academic books and research papers presented at conferences. Furthermore, Amazwi hosted two groundbreaking conferences during the period under review. Both conferences were hybrid, with participants at Amazwi, Makhanda and online.

The 1st Amazwi Conference on Children's Literature was held on 23-24 February 2023 bringing together leading practitioners and stakeholders, including authors, illustrators, publishers, librarians, teachers, academics in the field as well as organisations working to enhance reading and access to books for children. As it was the first conference there was no theme, opening up the space for any papers or discussion on any aspect of children's literature. The keynote speaker for the conference was Dr Sindiwe Magona, a renowned award-winning author.

The 5th Annual Amazwi Literature, Heritage and Ecology Conference was held on 15-16 March 2023. The conference aims to foster cooperation and interaction between the humanities and the sciences. The two arenas of knowledge can more effectively take action on the social-ecological crisis if they act together. Together, the humanities and the sciences can co-generate deeper and more accessible knowledge than they can in isolation and communicate that knowledge more effectively. This year's theme was "balancing ecology and economy"; ecology, economy and politics need to be addressed simultaneously if progress is to be made in resolving the deep challenges humanity faces today and museums have a role to play in ensuring that we successfully navigate this difficult process and make progress towards a sustainable future.

In 2021/2022 a new collection management system was acquired and was fully operational by the end of the period under review. However, no cataloguing data was captured while the system was being installed.

Amazwi expanded its public and education programmes during the period under review. A total of 3 306 students and learners participated in Amazwi education programmes during the year. Amazwi collaborated with various stakeholders such

as the KwaZulu-Natal Amafa and Research Institute to extend its footprint beyond the borders of the Eastern Cape Province.

Part F of this report outlines our Financial Information. At year end, Amazwi recorded a deficit of R2.1 million. The main contributor to this result is the municipal charges item. A few years ago, the Department of Sports, Arts and Culture (DSAC) devolved the municipal charges from the Department of Public Works and Infrastructure (DPWI) to be paid directly by the entities. However, due to a dispute over the Amazwi Building at the DPWI level, the DPWI continued to pay for municipal services on behalf of Amazwi. In March 2023, the DPWI advised Amazwi that the dispute had been resolved and issued a recovery letter for municipal services paid on behalf of Amazwi for the period 1 April 2019 to 31 March 2022, the amount due totalled R1. 792 million. Amazwi has restated the prior year financial statements to appropriately account for the amount due. In addition, Amazwi has accounted for R878 805 due to Makana Municipality for municipal services for the period 1 April 2022 to 31 March 2023.

There was a notable increase in the remuneration of Council and Audit and Risk Committee members due to the increase in the number of meetings and other engagements held during the period under review. Consequently, the Council Secretariat costs also increased during the period.

Our people

During the period under review, Amazwi implemented a New Salary Grading System to benchmark Amazwi salary grades with the market related salary grades. The New Salary Grading System will help Amazwi's effort to attract and retain the right calibre of personnel.

Amazwi filled six (6) positions during the period under review, bringing the total staff complement to twenty-five (25) out of thirty (30) per the approved organogram. The new appointments bolster our capacity to deliver on our mandate. Notably, the five (5) positions that remain vacant are unfunded.

Amazwi prides itself for inculcating a culture of continuous improvement and development of its staff. This is evidenced by the number of training and development opportunities offered to staff during the period under review.

This last year saw the retirement of Mr Basil Mills as an Education Officer in December 2022 after 39 years of service.

I would like to thank the dedicated Amazwi team who work relentlessly to ensure that Amazwi meets its objectives.

I would like to thank the officials of the Department of Sport, Arts and Culture, the Council of Amazwi and Committees of Council and the Audit and Risk Committee for their leadership, guidance, and support during the year.



Mr Musawakhe Mazibuko

Acting Director of Amazwi South African Museum of Literature
31 August 2023



Nalibali presentation at the Amazwi's Children's Literature Conference, 23-24 February 2023.

4. Statement of Responsibility and Confirmation of Accuracy for The Annual Report

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

- all information and amounts disclosed in this Annual Report are consistent with the Annual Financial Statements audited by the Auditor-General of South Africa;
- the Annual Report is complete, accurate and free from any omissions;
- the Annual Report has been prepared in accordance with the *Annual Report Guide for Schedule 3A and 3C Public Entities*, November 2022, issued by National Treasury;
- the Annual Financial Statements (Part F) have been prepared in accordance with the Standards of Generally Recognised Accounting Practices (GRAP) applicable to Amazwi;
- the Council of Amazwi is responsible for the preparation of the Annual Financial Statements and for the judgements made in this information;
- the Council of Amazwi is responsible for establishing and implementing a system of internal control designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the Annual Financial Statements;
- the external auditors are engaged to express an independent opinion on the Annual Financial Statements; and
- in our opinion, this 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 2023.

Yours faithfully



Mr Musawakhe Mazibuko

Acting Director of Amazwi South African Museum of Literature

31 August 2023



Dr Sibongile Masuku

Chairperson of the Council of Amazwi South African Museum of Literature

31 August 2023

5. Strategic Overview

5.1 Vision

To be recognised as a dynamic museum acquiring, preserving and making accessible a literary collection of distinction that represents all the linguistic communities of South Africa.

5.2 Mission

To collect and research all South African literature; engage with our varied communities in promoting the richness and diversity of literature and literary heritage through permanent, mobile and virtual exhibitions, multilingual programmes, publications, educational activities and special events; promote enjoyment and awareness in future generations of museum goers by serving as a hub of social activity; and stimulate the interest of regional, national and international audiences.

5.3 Values

Values

Our values serve to direct our behavioural principles and responsibilities and reflect our publics' perception of our institution.

Cultural diversity

Commitment to equality at all levels of the institution – valuing different ideas, strengths, interests and cultural backgrounds and encouraging healthy debate and differences of opinion.

Inclusivity

Promoting a culture of belonging and tolerance, where everyone is valued.

Transparency

Building open and honest relationships through communication.

Service excellence

Promoting customer-centric values and a good knowledge of our diverse communities.

Professionalism

Holding ourselves accountable and fostering a supportive and transparent culture to help people achieve their very best.

Innovation

Embracing change and encouraging forward-thinking and empowerment.

Accessibility

Creating an environment conducive to approachability and accessibility.

Sustainability

Building upon our 'green' culture by integrating sustainability principles in all that we do.



5.4 Legislative and other mandates

Amazwi is governed by the Cultural Institutions Act, Act No. 119 of 1998, as amended, and operates under the jurisdiction of a Council appointed by the Minister of Arts and Culture. Amazwi is listed as a schedule 3A national public entity in terms of the Public Finance Management Act, Act No. 1 of 1999, as amended.

The operations of Amazwi are further governed by the following:

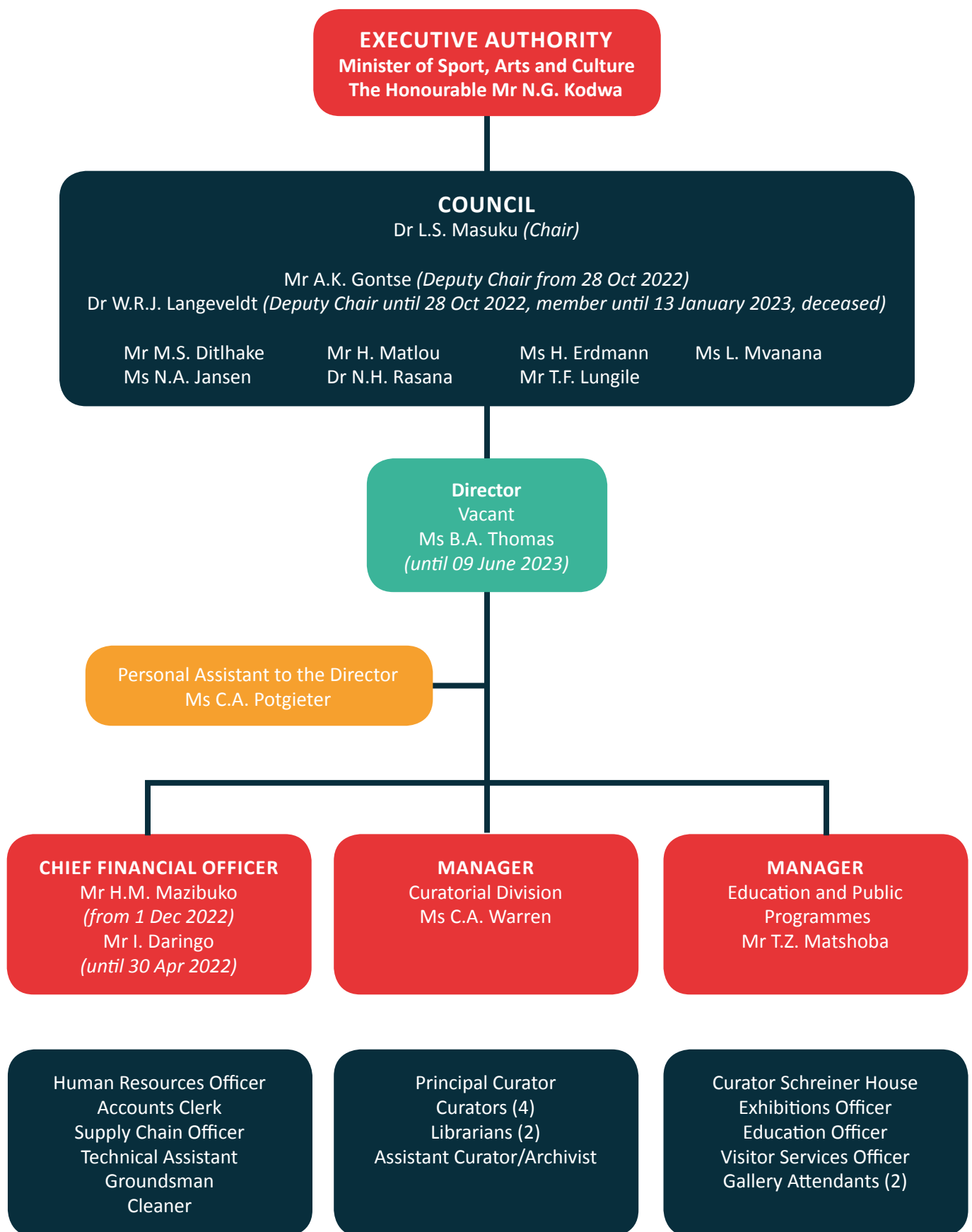
- National Heritage Resources Act, Act No. 25 of 1999;
- Public Audit Act, Act No. 25 of 2004;
- Government Immovable Asset Management Act, Act No 19 of 2007;
- Broad-based Black Economic Empowerment Act, Act No 53 of 2003; and
- White Paper on Arts, Culture and Heritage, 1996.



Authors donating copies of isiXhosa children's books.



6. Organisational Structure





PART B

PERFORMANCE INFORMATION

1. Auditor-General's Report: Predetermined objectives

The Auditor-General of South Africa 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, if any, being reported under the 'predetermined objectives' heading in the report on other legal and regulatory requirements section of the Auditor's Report.

Refer to the Auditor's Report on pages 80-85, published as Part F: Financial Information.

2. Overview of performance

Amazwi is situated in Makhanda, a small university city in the Eastern Cape with a population of about 85 000 people. As a national museum Amazwi aims to deliver services all over the country.

Amazwi works in collaboration and cooperation with the Department of Sport, Arts and Culture, its entities, and other government departments, including the Eastern Cape Department of Sport, Recreation, Arts and Culture, municipalities in Makhanda and Nxuba, and academic institutions and other entities in the heritage sector nationally and internationally.

2.1 Service delivery environment

Museums contribute to the educational and social needs of communities and to economic development, especially in small towns where they are often the prime tourist attraction. Amazwi's satellite museum in Nxuba, Schreiner House, attracts both domestic and foreign tourists and the Curator is active in tourism structures in the town and district.

The National Arts Festival, which usually attracts hundreds of thousands of visitors to Makhanda every year, was held in person after two years online; however, it was small and limited in scope. This limited the museum's ability to generate income from visitors to the festival.

While the museum is located in Makhanda, as a national museum it is important to maintain a national and international presence through online activities, attending events and offering programmes in other cities and provinces. In this year Amazwi collaborated with the National Library of South Africa to represent South African literature at a book fair in Sweden. The museum will continue to work collaboratively and develop online and digital content to serve a broader audience.

Environmental concerns are now widespread world-wide. As the first green museum in South Africa, and the first green building in Makhanda, Amazwi is a leader in sustainable museum infrastructure. The museum continued with its environmental initiatives and practices and sharing of knowledge with other institutions.

2.2 Organisational environment

At the beginning of the year under review, Amazwi had 21 full-time employees. The three vacant posts in the Curatorial Division were filled. One post, Principal Curator, was an internal appointment, creating a vacancy in the Education and Public Programmes Division. The Chief Financial Officer resigned in April 2022 and the Education Officer retired at the end of 2022, creating additional vacancies. All positions were filled by the end of the financial year.



2.3 Key policy developments and legislative changes

Following the approval of the Revised White Paper on Arts, Culture and Heritage, the Department of Sport, Arts and Culture is exploring ways to implement the consolidation of the cultural institutions. This could lead to greater efficiency and co-operation between similar entities; however, the uncertainty around the process has been a challenge in planning for the future.

2.4 Progress towards achievement of institutional impacts and outcomes

As an agency of the Department of Sports, Arts and Culture, Amazwi aligns its programmes with the strategic plans of the South African government as expressed in the National Development Plan, the President's Seven Priorities, as well as international commitments such as the United Nations Sustainable Development Goals, African Union Agenda 2063, and the resolutions of the International Council of Museums (ICOM).

Social cohesion is an area where arts and culture can make a valuable contribution. Government priority 5 speaks of social cohesion and safe communities while the NDP 15 refers to nation building and social cohesion. Amazwi contributes through its dynamic collections of historic and contemporary literary manuscripts as well as programmes and activities which enhance knowledge and appreciation of the quality and diversity of South African literature. Literature is a vehicle for capacity building, critical thinking and can raise awareness of social issues and enhance empathy.

Improving education, training and innovation is the focus of government priority 2, NDP chapter 9 and African Union goal 2, which speaks of well-educated citizens and a skills revolution underpinned by science, technology and innovation. Amazwi was able to increase programmes presented to learners in the year under review.

In line with the government emphasis on building a capable, ethical and developmental state as well as fighting corruption and gender-based violence, Amazwi remains committed to sound corporate governance and financial compliance as well as increased collaboration with government departments and government structures at national, provincial and local levels.

As the first green museum in South Africa Amazwi is committed to environmental sustainability, a priority of the National Development Plan, United Nations Sustainable Development goals, African Union goals and International Council of Museums resolutions.



Delegation from Sesotho Literary Museum and NALN visited Amazwi.

3. Programme performance information

3.1 Programme: Administrative Division

This Division provides administrative and support services to the other two divisions, and governance support.

Capacity covers financial and human resources management, infrastructure management, marketing and communication, cleaning and maintenance. The Administrative Division is headed by the Chief Financial Officer who is responsible for compliance.

The resumption of travel and cultural activities after the Covid-19 pandemic had passed has seen a recovery of the museum's outward performance.

Purpose: Governance, administration and support services Outcomes, outputs, output indicators, targets and actual achievements

Impact statement		A museum committed to sound corporate governance		
Outcome	Outputs	Output indicators	Description of indicators	
Sound policy frameworks	New and/or revised policies	Number of new and/or revised policies	Process of regular policy review to assess the state of policies and procedures and the need for revision, deletion, development etc.	
Compliance with the Cultural Institutions Act	Compliance documents	Number of compliance documents submitted to the Department of Sport, Arts and Culture	Annual and quarterly planning, monitoring and reporting documents prepared and submitted to DSAC and National Treasury	
	Attendance of DSAC-led meetings and forums	Number of meetings and forums attended	Chairpersons Forum, CEOs Forum, CFOs Forum and Heritage Sector Forum convened by DSAC with its entities to advance compliance and cooperation	
Compliance with the Public Finance Management Act	Internal audit reports	Percentage of internal audit findings of non-compliance corrected	Audit of compliance, internal control processes including record-keeping, performance management etc.	
	Report of the Auditor-General	Number of audit findings of non-compliance reduced	Outcome of the annual audit undertaken by the Auditor-General	

Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
1	New and/or revised policies	New indicator, no baseline	New indicator, no baseline	New indicator, no baseline	6	10	+4	Efficiency of some committees to review and recommend policies for Council approval
2	Compliance documents	6	6	6	6	7	+1	Addition of 2020-2025 Strategic Plan Mid-term Progress Report
3	DSAC-led meetings and forums	New indicator, no baseline	New indicator, no baseline	New indicator, no baseline	7	15	+8	More engagement by DSAC with institutions and additional meetings called to address specific issues
4	Internal audit reports	New indicator, no baseline	100% of internal audit findings of non-compliance corrected	Partial service/ report not finalised	100% of internal audit findings of non-compliance corrected	Internal audit service provider appointed Revised risk assessment undertaken and adopted Internal audit report issued	Resolution of issues raised by internal audit not yet concluded	Delays in appointing internal audit service provider
5	Report of the Auditor-General	Qualified audit outcome	Unqualified audit outcome with findings	Unqualified audit outcome	Clean audit	Unqualified audit outcome	Obtained unqualified audit outcome with findings	The findings were on compliance with legislation

New and/or revised policies approved by Council	Policy number	Committee	Approved
Travel and Subsistence Policy	FIN-05	FIT&I	11 May 2022
Asset Management Policy	INF-01	FIT&I	11 May 2022
Occupational Health and Safety Policy	INF-02	FIT&I	11 May 2022
Policy on Tariffs for Services and use of Facilities	FIN-06	FIT&I	11 May 2022
Amazwi organisational structure, job evaluation and grading	HR-01	HR&G	29 Aug 2022
Remuneration scales and employee benefits for 2022/23	HR-02	HR&G	29 Aug 2022
Performance Management Policy/System	HR-03	HR&G	29 Aug 2022
Language Policy	MC-04	MCSR&H	29 Aug 2022
Research Policy	CD-01	MCSR&H	27 Jan 2023
Employee Induction and Orientation Guidelines	HR-04	HR&G	27 Jan 2023

Compliance documents submitted
4th Quarterly Reports for 2021/22
Annual Report 2021/22
1st Quarterly Reports for 2022/23
2nd Quarterly Reports for 2022/23
2020-2025 Strategic Plan Mid-term Progress Report
3rd Quarterly Reports for 2022/23
Annual Performance Plan 2023/24

DSAC-led meetings and forums	Venue/place	Date
Heritage Sector Forum	Online	1 Apr 2022
Entity Oversight Visit/meeting	Amazwi	14 Jun 2022
Infrastructure Support Oversight Meeting	Amazwi	30 Jun 2022
Heritage Sector Forum	Online	20 Sep 2022
Draft National Legacy Projects Policy: consultation workshop	Online	12 Oct 2022
Infrastructure Support Oversight Meeting	Amazwi	31 Oct 2022
CEO's Forum	Online	30 Nov 2022
National Archives Advisory Council Records management and archives in times of the Fourth Industrial Revolution: Digitisation and artificial intelligence	Pretoria	8 Dec 2022

DSAC-led meetings and forums			Venue/place	Date
Heritage Sector Forum			Online	12 Dec 2022
Heritage Sector Forum			Online	1 Mar 2023
Entity Oversight and Interface Visit/meeting			Amazwi	14 Mar 2023
CFO's Forum			Pretoria	17 Mar 2023
Meeting with the Entities on Africa Month Celebrations 2023			Online	22 Mar 2023
Meeting to discuss G20 Cultural Projects			Online	27 Mar 2023
CEO's Forum			Online	30 Mar 2023

Museum premises support administrative, collections care and service delivery needs				
Impact statement	Outcome	Outputs	Output indicators	Description of indicators
Well-planned infrastructure development and maintenance		Infrastructure management, development plans and reports	User Asset Management Plan submitted annually	Infrastructure planning, management, development plans and quarterly reports prepared and submitted to DSAC
			Number of infrastructure management reports	
		25A Worcester St. Implementation of maintenance contracts	Maintenance contracts for essential services 100% operational	Ad hoc repairs and scheduled maintenance of museum headquarters, 25A Worcester Street
		Schreiner House development	Final architectural plan and other professional services	
Health and safety of staff and visitors			% Progress with construction of new buildings/structures at Schreiner House	Development of Schreiner House precinct
		Eastern Star repair and renovation	Engineer's report	
			Repair and renovation plan	Structural repairs and damp-proofing at the Eastern Star
			Repair/renovation completed	
Health and safety of staff and visitors		Health and Safety Committee meetings and reports	Number of Health and Safety Committee meetings and reports	Inspection and reporting of health and safety issues in the museum and interventions to resolve them
		Covid-19 risk reduction	Monitoring of staff and visitors entering the museum	

Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
6	User Asset Management Planning and reporting for infrastructure development and maintenance	UAMP updated and submitted Quarterly infrastructure management progress reports	UAMP updated and submitted Quarterly infrastructure management progress reports	UAMP updated and submitted Quarterly infrastructure management progress reports	UAMP updated and submitted Quarterly infrastructure management progress reports	UAMP updated and submitted Quarterly infrastructure management progress reports	- -	- -
7	25A Worcester St. maintenance	Maintenance plans for 50% services implemented	Maintenance plans for all services implemented	Maintenance plans for all services active	Maintenance contracts for essential services 100% operational	Ongoing maintenance on service contracts, i.e. 100% operational, ad hoc maintenance and repairs undertaken	-	-
8	Schreiner House development	Architectural sketch plans completed	Preparation of final plans	Planning, process for procurement of professional services completed	Ongoing stakeholder consultation Contractor appointed and construction progress 80%	2 meetings with stakeholder participation -	-	- Planning and re-scoping of project was undertaken to align with available budget Only one bid was received when first tender issued, tender was re-issued
9	Eastern Star repair and renovation	-	-	Investigation into building faults and report by an external consultant	Repair/renovation progress 80%	-	No progress	Application for funding in this period was not successful

Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
10	Health and safety committee meetings and reports	12 H&S inspections, meetings and reports	6 H&S inspections and meetings	12 H&S inspections and meetings	12 H&S inspections, meetings, and reports	12 H&S inspections, meetings, and reports	-	-
			Covid-19 task team constituted, guidelines for return to work developed and implemented	Covid-19 monitoring of staff and visitors: two confirmed cases of Covid-19 in the workplace for the year under review	Covid-19 monitoring of staff and visitors	-	Covid-19 monitoring was suspended	This was no longer required by law

Individual performance contributes to a results-orientated organisational culture			
Impact statement	Outcome	Outputs	Description of indicators
Consistent achievement of organisational goals and targets	Employee performance management		Quarterly reporting and review of individual employees' performance against targets and development plans
Expert and capacitated workforce	Training and development opportunities		Occupation specific training and professional development and enrichment programmes for staff, offered by external service providers, in-house mentoring or self-directed learning
Competent candidates for employment in the museum sector	Workplace skills development		Interns or students at Amazwi or presentations given to students to support the development of skills in the museum sector
Gender awareness in the workplace	Workplace structure	Structure set up as part of human resources development	Workplace structures and services to respond to and prevent sexual harassment and other forms of gender-based violence and discrimination in the workplace
	Awareness-raising workshops	Number of awareness-raising workshops	

Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
11	Employee performance and development plans	New indicator, no baseline	New indicator, no baseline	New indicator, no baseline	Performance and development plans for all employees	Performance contracts for 12 of 23 staff Work in progress for year-end reviews	Task only partially completed	Constrained capacity in the Administrative Division
12	Number of training opportunities	17	33	57	12	39, of which 20 were taken up by women and 2 by staff in the youth category	+27	Many free and online training opportunities made this over-achievement possible
13	Number of interns or students employed/ hosted	New indicator, no baseline	New indicator, no baseline	New indicator, no baseline	9	3	-6	DSAC was unable to allocate interns in 2022 and RU only allocated 1 intern
14	Gender-awareness workplace structure and awareness workshops	New indicator, no baseline	Structure set up and reporting system implemented	Gender-awareness monitoring structure	Monitor structure	Gender-awareness structure monitored	-	-
				2 awareness-raising workshops	2 awareness-raising workshops	2 awareness-raising workshops	-	-



Examples of training opportunities taken up by staff members		
Course/conference	Service provider/convenor	
Introductory Archive Workshop	Pétia de Vaal/Die Afrikaanse Taalmuseum en -monument	
Massive Open Online Course: Living Heritage and Sustainable Development	UNESCO/ICHCAP/SDG Academy	
Managing Covid-19 in the Workplace	South African Labour Guide	
Light Awareness Webinar	UK Preservation Equipment Ltd	
Disaster Management Webinar	Legal Deposit Committee	
Dewey Decimal Classification Workshop	LIASA	
Digital Storytelling	Rhodes University Community Engagement	
Avbob Poetry Workshop	Schreiner Karoo Writers Festival	

Learnerships/interns at Amazwi			
Name	Referred by	Learnership	Dates (s)
Sandiswa Adam	Department of Tourism	Visitors Monitoring Programme Learnership	1 Dec 2021-7 Dec 2022
Anda Mbili	Department of Tourism	Visitors Monitoring Programme Learnership	1 Dec 2021-7 Dec 2022
Aimin Cajee	Rhodes University	Postgraduate Diploma in Heritage Management	18 Jul-19 Aug 2022

Impact statement			
A digitised, cutting-edge organisation			
Outcome	Outputs	Output indicators	Description of indicators
Optimal use of technology and innovation	Digital administrative archive	New digital file system developed and implemented	Administrative records of the museum digitally archived and retrievable

N ^o	Indicators	Actual performance (audited)			2022/23			
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
15	Digital file system	New indicator, no baseline	New indicator, no baseline	Framework drafted as required by the National Archives of South Africa Act, Act 43 of 1996	Implement 60% of digital file system	System 100% set up and migration of records in progress	Ahead of target	Set up was less complicated than anticipated
				Digital file structure created, digital folders created, permissions assigned	Staff trained	Staff trained	-	-

Impact statement				Amazwi is a unique museum with national and international stakeholders	
Outcome		Outputs	Output indicators	Description of indicators	
An enhanced public profile and image of Amazwi		Media appearances or media releases issued	Number of media appearances or media releases issued	Media presence in print or online that raises the public profile of the museum	
		New or refreshed content posted on website	Number of new website posts	Maintenance and ongoing improvement of Amazwi's website	
		Attendance/participation at literary or cultural festivals, tourism expos etc.	Number of literary festivals, tourism expos etc. attended	Promotion of Amazwi and its services at literary or cultural festivals, tourism expos etc.	



Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
16	Media appearances or media releases	18	6	28	18	33	+15	Increased number of events attracting media interest
17	New website posts	New indicator, no baseline	Basic website completed	Dynamic, interactive features implemented	10 new or revised content elements posted on website	10 YouTube videos, 1 e-book, 5 digital exhibitions	+6	Additional content created
18	Literary festivals, tourism expos etc. attended	4	-	3	2	5	+3	More opportunities opened up post Covid-19 pandemic

Media appearances			Media	Date
Mayor to welcome celebrated author back home [Siphiwo Mahala]			GM Direct	8 Apr 2022
Tracing the Life of an Intellectual Tsotsi			GM Direct	14 Apr 2022
Om vrede te maak met die natuur			Press release issued to <i>Klyntji</i> in English as <i>The Amazwi 'Literature, Heritage, Ecology' Conference 2022</i>	1 May 2022
Amazwi honours Xhosa literary legends			GM Direct	2 Jun 2022
Milk tart, murder and literary excellence at Schreiner Karoo Writers' Festival			Litnet	3 Jun 2022
Makhandans will kick-starts festivities at the Karoo Literary Festival			Grocott's Mail	6 Jun 2022
Strong cast of Karoo talent enriches Writers Festival			News24	9 Jun 2022
Karoo Writers Festival has something for all			HeraldLIVE	9 Jun 2022
Writers' Festival is Here			Graaff-Reinet Advertiser	16 Jun 2022
Die Schreiner Karoo Writers' Festival, 'n fotoblad			Litnet	28 Jun 2022
Rhodes University seek ways to preserve African languages and promote multilingualism			Rhodes University Latest News	26 Jul 2022
Rhodes University promotes indigenous languages through language colloquium			Rhodes University Latest News	26 Jul 2022
Rhodes University: Rhodes University promotes indigenous languages through language colloquium			India Education Diary	27 Jul 2022
Intellectualization of African languages to foster student success at Rhodes University			Grocott's Mail	29 Jul 2022
Ntsika learner wins second prize in EC essay competition			Grocott's Mail	29 Jul 2022
Women's Day inspiration at Amazwi			Grocott's Mail	12 Aug 2022
Battle of the Municipalities to honour legendary writer Noni Jabavu			DispatchLIVE	29 Aug 2022
Video: Incredible Amazwi South African Museum of Literature			MyGqeberha	3 Sep 2022
Um, no, it's not Braai Day – it's Heritage Day			Grocott's Mail	30 Sep 2022
The purpose of art is to wash the dust of daily life off our souls			Grocott's Mail	11 Oct 2022
Bettering communities through community engagement			Rhodes University Latest News	22 Oct 2022
From volunteer to passionate advocate for community education			Rhodes University Latest News	25 Oct 2022
In praise of a revered Makhanda wordsmith			Grocott's Mail	2 Nov 2022

Media appearances		
Title of article	Media	Date
Linda Mkaza/Amazwi Museum celebrates African Language Week	Grocott's Mail	2 Feb 2023
Embracing your mother tongue with literature	Grocott's Mail	23 Feb 2023
The power of a child's imagination	Grocott's Mail	28 Feb 2023
Amazwi South African Museum of Literature gets R6000 boost from Grahamstown Film Club	Grocott's Mail	1 Mar 2023
Amazwi launches Margaret Simango's "It's Story Time in Magzland"	Grocott's Mail	8 Mar 2023
Bukamuso Sebata/A visit to the Amazwi South African Museum of Literature	Grocott's Mail	9 Mar 2023
Poetry speaks to life-preserving water	News24	22 Mar 2023
Makhanda poets win top two positions in AVBOB national contest!	Grocott's Mail	23 Mar 2023
Water-wise wordsmiths bag top spots in poetry competition	HeraldLIVE	23 Mar 2023
Bar mitzvah mystery delves deep	HeraldLIVE	23 Mar 2023

Title/description of new website content	Date posted
YouTube: Poet Makhosazana Xaba speaks, Amazwi 2019 https://www.youtube.com/watch?v=_gb4FprxXuc	5 Apr 2022
YouTube: Poet Makhosazana Xaba reads her work https://www.youtube.com/watch?v=i5iRpXPIM6c	5 Apr 2022
YouTube: Amazwi Literature, Heritage, Ecology Conference (x8) https://www.youtube.com/watch?v=5ue3lmaoW9c&t=301s	19 Apr 2022
'Scenes from the South' exhibition catalogue (existing publication) loaded as e-book https://amazwi.museum/exhibit_ebook?id=4 chrome-extension://efaidnbmnnnibpcjpcglclefindmkaj/ https://amazwi.museum/uploads/SFTS_Guide_V1_digital.pdf	27 Jun 2022
Digital exhibition: Old Man Afrika Shouting at the World https://amazwi.museum/exhibit?post=Old-Man-Afrika-Shouting-at-the-World	14 Jul 2022
Digital exhibition: HumanNature https://amazwi.museum/exhibit?post=Humanature	14 Jul 2022
Digital exhibition: Making Peace with Nature https://amazwi.museum/exhibit?post=Making-Peace-with-Nature	14 Jul 2022
Digital exhibition: Sustainable Together https://amazwi.museum/exhibit?post=Sustainable-Together	14 Jul 2022
Digital exhibition: Makhosazana Xaba https://amazwi.museum/exhibit?post=Celebrating-Makhosazana-Xaba	14 Jul 2022

Literary/cultural festivals, tourism expos		Target market/audience	Date
Etienne van Heerden Veldsoiree, Cradock https://www.litnet.co.za/the-etienne-van-heerden-veldsoiree-through-my-lens/		Writers, readers, general public	23-25 Sep 2022
BOM Battle of Municipalities Talent Search, East London ICC (including sport, arts and culture career expo for TVET)		Youth, educators, general public	29 Sep-2 Oct 2022
2022 Poetry in McGregor Festival chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/ https://poetryinmcgregor.co.za/wp-content/uploads/2022/11/Detailed-Poetry-In-Mcgregor-Program-FINAL_compressed.pdf		Readers, writers, general public	18-20 Nov 2022
Launch of Books on the Bay, Simon's Town Literary Festival		General public	10 Feb 2023
Books on the Bay, Simon's Town Literary Festival		General public	10-11 Mar 2023

Impact statement				Amazon increases its reach by taking advantage of opportunities for cooperation and collaboration	
Outcome		Outputs	Output indicators	Description of indicators	
Beneficial collaboration with other museums, educational institutions, governmental and non-governmental organisations and community groups	Memoranda of Agreement		Number of Memoranda of Agreement concluded	Mutually beneficial collaborations culminating in Memoranda of Agreement with other museums, educational institutions, and non-governmental organisations	
	Co-branded programmes and/or events		Number of co-branded events	Mutually beneficial programmes, festivals and events of a literary or cultural nature that are collaboratively produced or hosted with other museums, educational institutions, and non-governmental organisations and community groups	
	Engagements with government departments		Number of engagements	Engagements with any sphere of government that result in mutually beneficial projects or programmes	
	Participation in government-led events		Number of government-led events in which Amazwi participates	Mutually beneficial programmes, festivals and events of a literary or cultural nature that are convened by any sphere of government in which Amazwi participates	



Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
19	Memoranda of Agreement concluded	New indicator, no baseline	New indicator, no baseline	1	3	-	-3	Although Amazwi participated in co-branded events and government-led events, none warranted the formality of a MoA
20	Co-branded events	New indicator, no baseline	2	4	4	5	+1	More opportunities opened up post Covid-19 pandemic
21	Engagements with government departments	New indicator, no baseline	New indicator, no baseline	3	2	10	+8	More opportunities opened up post Covid-19 pandemic
22	Government-led events	New indicator, no baseline	1	6	2	7	+5	More opportunities opened up post Covid-19 pandemic

Co-branded events			
Event	Primary host/partner/organiser	Date(s)	
Book launch Siphiwe Mahala Can Themba – <i>The Making and Breaking of an Intellectual Tsotsi</i>	Rhodes University https://grocotts.ru.ac.za/2022/04/14/mahala-traces-the-making-and-breaking-of-an-intellectual-tsotsi/	12 Apr 2022	
Schreiner Karoo Writers Festival Schools Outreach Programme The AVBOB Poetry Project programme	SKWF Local Organising Committee, AVBOB https://karoowritersfestival.weebly.com/programme-2022.html	16 Jun 2022 17-18 Jun 2022 20-21 Jun 2022	
Sustainable Together	Return to Origin, Ekuphumleni https://mailchi.mp/12107324aa57/return-to-origin-earth-stories-dec-11598964?e=1196daddd3	29 Oct 2022	
Poetry in McGregor Festival: Youth Outreach	Poetry in McGregor Festival https://poetryinmcgregor.co.za/2022-youth-program/	20 Nov 2022	
Illumelo High Schools Poetry Competition	Vundu Poetry	30 Nov 2022	

Name and designation of government official(s)	Department	Purpose of engagement	Date
Nosipho Magoswana	Eastern Cape Department of Sport, Recreation, Arts and Culture, Sarah Baartman District	Planning for International Museum Day	10 May 2022
Lusindiso Bambelo	Eastern Cape Department of Sport, Recreation, Arts and Culture	Planning for Lit-Fest	26 May 2022
Kepi Madumo (National Librarian and CEO of NLSA), Muponisi Nkuna, Manager in the Office of the CEO and Mandla Mona, Manager Centre for the Book	National Library of South Africa	Areas of mutual interest and collaboration, publishing of emerging authors	15 Jun 2022
Lebo Nyenye, Kgotso Tlhapi, Monte Mosamo, Wyno Simes	Free State Province Museum Services/ Nasionale Afrikaanse Letterkundige Museum en Navorsingsentrum	Advice on collections management systems, collections storage and conservation	28, 29 Jun 2022
Tseliso Masolane	Free State Department of Sport, Arts and Culture	Museum dialogues with communities	1 Jul 2022
Babalwa Resha	Eastern Cape Department of Sport, Recreation, Arts and Culture	Preparation for the Celebration of Eastern Cape Literary Icons 2022 event	29 Sep 2022
Nthekgeng Mogale	National Library of South Africa	Planning of National Reading Summit 2023 (Ms C.A. Warren assigned to Collaborations and Partnerships Subcommittee)	13 Oct 2022
Babalwa Resha	Eastern Cape Department of Sport, Recreation, Arts and Culture	Hosting of the Celebration of Eastern Cape Literary Icons 2022 event	28 Oct 2022
Nthekgeng Mogale	National Library of South Africa	Planning of National Reading Summit 2023	8 Dec 2022
Mr Lindinxiwa Mahlasela	Eastern Cape Department of Sport, Recreation, Arts and Culture	Eastern Cape Museums (Policy) Workshop	2 Mar 2023



Government-led events		
Event	Government department	Date(s)
International Museum Day: The Power of Museums	Eastern Cape Department of Sport, Recreation, Arts and Culture	24 May 2022
Lit-Fest at the National Arts Festival 2022	Eastern Cape Department of Sport, Recreation, Arts and Culture https://nationalartsfestival.co.za/eastern-cape-showcase-lit-fest/	29 Jun-1 Jul 2022
Gothenburg Book Fair, Swedish Exhibition & Congress Centre	Department of Sport, Arts and Culture/National Library of South Africa https://goteborg-bookfair.com/home/themes/south-africa/	22-25 Sep 2022
Celebration of Eastern Cape Literary Icons 2022	Eastern Cape Department of Sport, Recreation, Arts and Culture https://www.gov.za/speeches/mec-fezeka-nkomonye-eastern-cape-sport-recreation-arts-and-culture-prov-budget-vote-202223	28 Oct 2022
Eastern Cape Museums Workshop: Enhancing the Regulatory Environment	Eastern Cape Department of Sport, Recreation, Arts and Culture	2-3 Mar 2023
Sarah Baartman District Library Week, Somerset East	Eastern Cape Department of Sport, Recreation, Arts and Culture	8 Mar 2023
Provincial Library Week, Cookhouse	Eastern Cape Department of Sport, Recreation, Arts and Culture	20 Mar 2023

Strategy to overcome areas of under-performance

Fifteen of the twenty-two indicators in the Administrative Division were achieved. Challenges were the procurement of internal audit services, progress with the execution of the restoration and renovations at Schreiner House, and the implementation of employee performance and development plans.

With the appointment of a new Chief Financial Officer in December 2022, these challenges are being addressed and will receive priority attention in the coming year.

3.2 Programme: Curatorial Division

The purpose of the Curatorial Division is to develop, document and care for the museum's collections, to undertake scholarly research and to provide physical and intellectual access to the collections.

Research is undertaken in a structured manner. Firstly, to provide content for exhibitions and public programmes presented at the museum; secondly, to disseminate information in scholarly conferences and publications. This requires prioritisation and planning the reach and impact of research studies. Curatorial staff are encouraged to develop specific expertise in areas of the collections and the management of personal development is a priority.

All curatorial staff are encouraged to participate in the identification of possible acquisitions, based principally on research needs and the necessity of wide-ranging representation of the South African literary canon. Incoming collection items are accessioned and catalogued. In the case of unsolicited, but suitable material, cataloguing affords the opportunity for spontaneous research.

The Division is also responsible for the care and conservation of the collection. Basic preventive conservation begins with daily routine activities like monitoring temperature and humidity and insect activity in the building and taking immediate corrective action. More specialist conservation of collection items is outsourced.

The reference library forms part of the Curatorial Division. The function of the librarians is to provide an information service to Amazwi staff, visiting researchers and other stakeholders.

Purpose: Research, collections development, documentation and preservation Outcomes, output indicators, targets and actual achievements

Impact statement				Amazwi is recognised as a centre of excellence in literary research	
Outcome		Outputs	Output indicators	Description of indicators	
A growing body of knowledge on South African literary and cultural heritage	Research articles		Number of research articles submitted for publication	Submission and acceptance of research articles on literature/culture/heritage/museology in peer-reviewed journals or chapters in academic books	
	Research papers		Number of research papers presented	The presentation of research papers on literature/culture/heritage/museology at professional conferences, colloquia etc.	
	Meetings of experts		Number of meetings of experts hosted	Hosting of meetings/conferences/ workshops/ colloquia etc. of experts in the fields of literature/ culture/heritage/museology in person or online	

Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
23	Research articles submitted for publication	2	4	6	6	7	+1	
24	Research papers presented	9	3	4	4	9	+5	Amazwi's own conferences provided opportunities for staff to present in areas of expertise
25	Meetings of experts hosted	New indicator, no baseline	1	2	2	2	-	-

Author	Title	Publication	Date submitted
Marike Beyers	Poems from Elsewhere: The Uncollected Poems of Isabella Motadinyane	<i>Transactions: An Interdisciplinary Journal of Language, Literature and Cultural Studies (formerly Scrutiny2)</i>	22 Jun 2022
Sithembele Xhegwana	Starting From My Place: Notes on an Aesthetic	<i>English Academy Review</i>	3 Jun 2022
Crystal Warren	South Africa (bibliography and introduction)	<i>Journal of Commonwealth Literature</i>	3 Aug 2022
Sithembele Xhegwana	Dreams, Spears and Sacred Herbs...	<i>Fixing Earth: UK & Ireland Writers Anthology, vol. 2</i>	3 Aug 2022
Tom Jeffery	Museums and Power: An Appraisal of Context and Potential	<i>South African Museums Association Bulletin</i>	26 Sep 2022
Tom Jeffery	An Eco-decolonial Ontology for Museums: A New Pathway towards Relevance, Agency and Social-ecological Justice	<i>Interdisciplinary Dialogues on Natural and Cultural Heritage: An Integrated Approach.</i> Publisher: Vandenhoeck & Ruprecht Verlag	9 Nov 2022
Andrew Martin	A Bibliography of Poetry by Black South African Women in Exile 1968-2020	<i>Black Archives and Intellectual Histories</i> Publisher: Wits University Press & University of Illinois Press	30 Nov 2022

Presenter	Title	Conference/meeting	Date
Tom Jeffery	Towards an Eco-decolonial Museum Practice through Critical Realism and Cultural Historical Activity Theory	Cultural Historical and Activity Theory Discussion Group, Asia-Pacific region, Deakin University, Australia	15 June 2022
Tom Jeffery	Museums and Power: A Critical Appraisal of Context and Potential	86th South African Museums Association National Conference, 'The Power of Museums'	6 Sep 2022
Marike Beyers	Finding Paths to New Lives: Hope and Brokenness in Elana Bregin's <i>The Slayer of Shadows</i> and <i>The Antbear Cabin</i>	First Amazwi Conference on Children's Literature	24 Feb 2023
Zongezile Matshoba	Opening a window a little into adults' (isiXhosa) literature for children	First Amazwi Conference on Children's Literature	24 Feb 2023
Crystal Warren	An Overview of South African Young Adult Science Fiction	First Amazwi Conference on Children's Literature	23 Feb 2023
Sithembele Xhegwana	Through the eyes of a child	First Amazwi Conference on Children's Literature	24 Feb 2023
Andrew Martin	The role of the author in promoting multilingualism	PANSALB English Language National Body (ENLB) Colloquium entitled: The problem of English, Amazwi	24 Feb 2023
Marike Beyers	A forest in books, the value of nature in Dalene Matthee's 'forest novels'	Amazwi Literature, Heritage, Ecology Conference	16 Mar 2023
Pumelele Lavisa	Language(ing) environmental culture and heritage: An inextricable symbiosis between isiXhosa narrative traditions and biocultural diversity	Amazwi Literature, Heritage, Ecology Conference	16 Mar 2023

Meeting	Target participants	Purpose	Date(s)
First Amazwi Conference on Children's Literature	Researchers, writers, publishers, educators	To increase awareness of and knowledge about children's literature	23-24 Feb 2023
Amazwi Literature, Heritage, Ecology Conference: Balancing the Environment and the Economy	Researchers, scholars and practitioners in the literary and heritage field	Share research and projects bringing together literature, heritage and ecology	15-16 Mar 2023



Impact statement	Amazwi houses, and cares for, the most comprehensive collection of South African literary artefacts and related materials		
Outcome	Outputs	Output indicators	Description of indicators
Dynamic collections of historic and contemporary literary artefacts	Cataloguing records of artefacts	Number of artefacts catalogued	The acquisition and documentation of historic and contemporary literary manuscripts, letters and diaries, photographs, theatre and publishing archives etc., ultimately representing all the literary languages of South Africa
Professionally curated and preserved collections	Data on environmental conditions and reports on interventions	Monthly reports on environmental conditions and remedial interventions	Storage and display of museum artefacts in optimal environmental conditions and enclosures as determined by museum experts from time to time
Catalogue of collections accessible and available online	New/updated collections management system procured and linked to website	Percentage of operationalisation of new/updated collections management system	Procurement of a new/updated collections management system (CMS database) and the publication of the catalogue of the collections and library resources on the museum's website

Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
26	Artefacts catalogued	4 038	1 386, of which 1 301 from backlog	2 138, of which 947 from backlog	1 000, of which minimum 250 from backlog	74 artefacts catalogued, of which minimum 14 from backlog	-926	While the transfer of data from the old to the new collections management system was taking place, no new records were captured Staff focused on research and training
27	Reports on environmental conditions and remedial interventions	New indicator, no baseline	Daily, but weekly during shutdown, conditions recorded	Quarterly reports of daily/weekly conditions	12 reports (monthly)	12 reports (monthly)	-	-
			Remedial action documented	Standards and operating procedure revised and tested	Remedial action documented	Remedial action documented	-	-
28	Operationalisation of new/updated collections management system	New indicator, no baseline	Various collections management systems investigated	New system procured	System 100% operational	System 100% operational	-	-

Strategy to overcome areas of under performance

Five of the six indicators for the year were achieved. No cataloguing data was captured while the new collections management system was being installed but this will be prioritised in the coming year. Staff focused on research and training during this period.

Three vacancies in the Division were filled at the beginning of the year under review.

3.3 Programme: Education and Public Programmes Division

The purpose of the Education and Public Programmes Division is the presentation of exhibitions, educational programmes and public events derived from the collections of Amazwi and literary heritage in general. The strategic focus is on fostering audience development and participation in the programmes of the museum by previously disadvantaged groups and individuals – especially on women, youth and people with disabilities – and the contribution to spatial transformation.

Amazwi hosts a lively programme of public events including a childrens' storytelling festival, book launches and talks aimed at the general public.

Purpose: Exhibitions, educational services and events

Outcomes, outputs, output indicators, targets and actual achievements

Impact statement		Appreciation for the quality and diversity of South African literature - nationally and internationally	
Outcome	Outputs	Output indicators	Description of indicators
The profile of South African literary and cultural heritage is enhanced through exhibitions	Travelling exhibitions	Number of new travelling exhibitions produced	New exhibitions based on Amazwi's collections with a topical or commemorative theme that are mobile
	Temporary exhibitions	Number of temporary exhibitions produced	Special exhibitions from Amazwi collections, or incoming loans, installed at any one of the museum's sites for about one year
	Online exhibitions	Number of online exhibitions produced	Digital exhibitions based on Amazwi's collections with a topical or commemorative theme
	Rotation of artefacts in display cases	Number of showcases rotated	Artefacts on display are rotated at least once a year to prevent deterioration
	Revision of permanent exhibitions	Feasibility study/project plan completed	Permanent exhibitions require revision to include literary materials and narratives of the indigenous languages
		Research, production and installation	

N°	Indicators	Actual performance (audited)			2022/23			
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
29	New travelling exhibitions produced	New indicator, no baseline	1	1	1	1	-	-
30	Temporary exhibitions produced	1	-	1	1	1	-	-
31	Online exhibitions produced	New indicator, no baseline	New indicator, no baseline	New indicator, no baseline	3	3	-	-
32	Showcases rotated	15	15	15	15	15	-	-
33	Revision of permanent exhibitions	-	-	Draft feasibility study prepared	Research and exhibition outline	Proposal for the incorporation of isiXhosa content on the theme of Amazwi Elizwe, i.e., exhibition outline developed	-	-



Exhibitions		Type
Sustainable Together, in cooperation with Return to Origin Project, Ekuphumleni https://amazwi.museum/exhibit?post=Sustainable-Together https://mailchi.mp/12107324aa57/return-to-origin-earth-stories-dec-11598964?e=1196dadd3		Travelling
Scenes from the South: Revisited https://nationalartsfestival.co.za/product/scenes-from-the-south-revisited-june-29-2022/		Temporary
Celebrating Makhosazana Xaba https://amazwi.museum/exhibit?post=Celebrating-Makhosazana-Xaba		Online/digital
IsiXhosa Literary Icons		Online/digital
Amazwi Exhibitions (video produced for the Gothenburg Book Fair)		Online/digital
Rotation of showcases (documented digitally as 'Classics on Display')		Temporary

South African literary and cultural heritage accessible to a popular audience			
Impact statement	Outcome	Outputs	Description of indicators
The popularisation of South African literary and cultural heritage		Publication of popular articles and/or monographs	Number of popular articles/monographs published
		Presentation of popular talks	General interest and/or popular talks based on Amazwi's collections or about Amazwi, written by museum staff members or associates
		Events hosted by Amazwi	General interest and/or popular talks based on Amazwi's collections or about Amazwi, presented by museum staff members or associates
			Book launches and public readings, performances, commemorative events, talks and workshops etc., hosted by Amazwi for general audiences in person or online

N ^o	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
34	Popular articles and/or monographs	New indicator, no baseline	1	8	4	7	+3	The 2022 Literature, Heritage and Ecology Conference allowed for many opportunities for publishing popular articles
35	Popular talks	New indicator, no baseline	New indicator, no baseline	New indicator, no baseline	4	5	+1	More opportunities opened up post Covid-19 pandemic
36	Popular events	32	3	36	32	32	-	-

Name	Title of article	Publication		Date/Issue
Zongezile Matshoba	Tackling illiteracy through literature and art	TET (<i>Teaching English Today</i>) https://teachenglishtoday.org/index.php/2022/04/tet-volume-12-no-1/		Vol.12/No.1/9 Apr 2022
Basil Mills	Teaching English in multi-disciplinary ways	TET (<i>Teaching English Today</i>) https://teachenglishtoday.org/index.php/2022/04/tet-volume-12-no-1/		Vol.12/No.1/9 Apr 2022
Tom Jeffery	The Amazwi 'Literature, Heritage, Ecology' Conference 2022	Samantics		Jun 2022
Tom Jeffery	Exhibiting at the speed of light	Samantics		Jun 2022
Marike Beyers	Van klippe en berge: die poësie van Kobus Moolman	Klyntji https://klyntji.com/joernaal/2022/6/17/kobus-moolman?rq=Van%20klippe%20en%20berge%3A%20die%20po%20po%20C3%ABsie%20van%20Kobus%20Moolman		17 Jun 2022
Sithembele Isaac Xhegwana	Gedigte oor kruie en tuiskoms deur sangoma (translated from English by publisher)	Klyntji https://klyntji.com/search?q=Gedigte%20oor%20kruie%20en%20tuiskoms%20deur%20sangoma		5 Aug 2022
Tom Jeffery	Museumfilosofie oor sosiale en ekologiese geregtigheid (translated from English by publisher)	Klyntji https://klyntji.com/search?q=Museumfilosofie%20oor%20sosiale%20en%20ekologiese%20geregtigheid		6 Aug 2022

Popular talks			
Name	Popular talk	Event/place/occasion	Date
Beverley Thomas	The power of museums	Talk presented at the Afrikaanse Taalmuseum to celebrate International Museum Day https://www.youtube.com/watch?v=f5PLTPQHqH8	28 May 2022
Marike Beyers	Of stones and mountains: Inner-outer worlds in the poetry of Kobus Moolman	Schreiner Karoo Writers Festival https://karoowritersfestival.weebly.com/programme-2022.html	17 June 2022
Crystal Warren	Putting the science into fiction: an introduction to South African young adult science fiction	Scifest Africa https://scifest.nationalartsfestival.co.za/show/putting-science-into-fiction-an-introduction-to-south-african-young-adult-science-fiction/	8 Sep 2022
Sithembele Xhegwana	Noni Jabavu	BoM Battle of Municipalities Talent Search, East London ICC https://www.dispatchlive.co.za/news/2022-08-29-battle-of-the-municipalities-to-honour-legendary-writer-noni-jabavu/	29 Sep 2022
Musawakhe Mazibuko	Keynote address at the opening of the (Amazwi) Human Nature travelling exhibition	KwaZulu-Natal Amafa and Research Institute, Ulundi	23 Mar 2023

Event	Target audience	Venue	Date
Book launch Makhosazana Xaba <i>The Art of Waiting for Tales (Found Poetry from Grace – a novel)</i>	General public	Amazwi	7 Apr 2022
Book launch Zodwa Mtirara <i>Ingqumbo Yomthondo Kukuzika Kohlanga & Thorn of the Rose</i>	General public	Amazwi	28 Apr 2022
Africa Day	General public	Amazwi	26 May 2022
Schreiner House Open Mic	Readers, writers	Schreiner House	2 Jun 2022
Commemoration of Youth Day and World Elder Abuse Awareness Day	Elders, youth	Schreiner House	16 Jun 2022
Book launch Alan Kirkaldy <i>Everyday Communists in South Africa's Liberation Struggle: The Lives of Ivan and Lesley Scherbrucker</i>	General public	Amazwi	25 Jun 2022
Book launch Dan Wylie <i>Flight of the Bat</i>	General public	Amazwi	26 Jun 2022
Book launch Tseliso Masolane <i>Beasts We Love</i>	General public	Amazwi	27 Jun 2022

Event	Target audience	Venue	Date
Guest curator walkabout Scenes from the South: Revisited	General public	Amazwi	27 Jun 2022
Documentary film screening Here and Now: Paul Auster and JM Coetzee, introduced by David Atwell	General public	Amazwi	29 Jun 2022
Guest curator walkabout Scenes from the South: Revisited	General public	Amazwi	1 Jul 2022
Guest curator walkabout Scenes from the South: Revisited	General public	Amazwi	2 Jul 2022
Schreiner House Open Mic	Readers, writers	Schreiner House	28 Jul 2022
Women's Day Celebration	Special invitation to women at local homes for the elderly	Amazwi	12 Aug 2022
Readits	Readers and poets	Amazwi	26 Aug 2022
Book launch Harry Owen, <i>Thicket</i>	Readers, writers, general public	Amazwi	22 Sep 2022
Heritage Day Carnival	General public	Amazwi	24 Sep 2022
Book launch Jamie McGregor, <i>Going through Hell: The Self-help Secrets of Dante's Inferno</i>	Reader, writers, media	Amazwi	5 Oct 2022
Book launch Xolisa Ngubelanga, <i>Hope in a Small Town</i>	Reader, writers, media	Amazwi	6 Oct 2022
Book launch <i>Aerial 2022</i>	Poets, writers	Amazwi	25 Oct 2022
Schreiner House Open Mic	Poets, writers	Schreiner House	3 Nov 2022
Remembrance Day	Retired military personnel, general public	Amazwi	11 Nov 2022
Book launch <i>New Coin South African Poetry</i>	Reader, writers, media	Amazwi	25 Nov 2022
Book launch Mike Bruton, <i>Treading a Delicate Tightrope: A Principal Balancing between Education and Political Change during Turbulent Times</i>	General public	Amazwi	28 Nov 2022



Event	Target audience	Venue	Date
Book launch Mxolisi Nyezwa <i>Bhlawu's Inconsolable Spirits</i>	General public	Amazwi	25 Jan 2023
African Languages Week	General public	Amazwi	30 Jan 2023
Book launch Clinton V. du Plessis, <i>60 op 60</i>	General public, local community	Schreiner House	18 Feb 2023
Book launch <i>Graeme College: An Illustrated History through 15 Decades</i>	School community, general public	Amazwi	28 Feb 2023
Book launch Margaret Simango, <i>Mom! Dad! It's Storytime in Magzland</i>	General public, young readers	Amazwi	11 Mar 2023
Book launch Denis Hirson, <i>My Thirty Minute Bar Mitzvah</i>	General public	Amazwi	23 Mar 2023
Schreiner House Open Mic	Readers and poets	Schreiner House	23 Mar 2023
Reddits	Readers and poets	Amazwi	31 Mar 2023

South African literature foremost in the education system			
Impact statement	Output indicators	Description of indicators	
Outcome			
Mutually beneficial relationships with formal and informal institutions of learning, including special schools	Number of engagements/meetings with institutions	Collaboration with formal and informal institutions of learning, including special schools to develop programmes and content based on Amazwi's specialist resources	
Students and learners at all levels with knowledge of South African literature	Number of students and learners participating in education programmes	Curriculum-related or learning enrichment programmes presented at Amazwi, or at schools, or online, to learners and students, off-site excursions or set-work support programmes	
	Number of online or hybrid learning programmes presented	Curriculum-related or learning enrichment programmes incorporating the use of online platforms	

N ^o	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
37	Engagements with institutions	New indicator, no baseline	-	1	4	4	-	-
38	Students and learners participating in education programmes	6 996	23	1 156	1 000	3 306	+2 306	Post Covid-19 pandemic shut-down, learners were allowed to participate in extra mural activities again
39	Online or hybrid learning programmes	New indicator, no baseline	New indicator, no baseline	New indicator, no baseline	6	-	-6	This indicator, developed during the Covid-19 pandemic, was de-prioritised as in person programmes (over-achieved) resumed purposefully

Name and designation of educator	Department or school	Purpose of meeting	Date
Ms Zuma, Ms Jaza and Ms Nobebe	Ntaba Maria School	Development of creative writing programme for learners	14 Apr 2022
Ms Pikoli	Eastern Cape Department of Basic Education, Sarah Baartman District	Organisation of event to donate books to schools	23 Sep 2022
Gwendolyn Meyer	Poetry in McGregor Youth Programme Coordinator	Amazwi participation in festival 'Performing the Poem'	20 Nov 2022
David Attwell and Darryl David, organisers	Simon's Town Books on the Bay Literary Festival	Amazwi school's outreach programme	Feb-Mar 2023



School	Grade(s)	Programme	Date	Number of learners
Rhodes University Botany Department and Ntsika High School	10-11	Storytelling – Spirit of the Trees	12 Apr 2022	70
Masakhane Secondary School	4-5	Environmental Bush Stories	20 Apr 2022	60
Ntaba Maria School	5	Storytelling and Creative Writing Process	19 Apr 2022	113
Ntaba Maria School	4	Storytelling and Creative Writing Process	21 Apr 2022	129
Ntaba Maria School	6	Storytelling and Creative Writing Process	25 Apr 2022	83
Victoria Girls High	10	Museum Tour as part of Freedom Day	29 Apr 2022	84
Craddock Preparatory School (Schreiner Karoo Writers Festival)	1	Storytelling/The Big Makhanda Book DashX	20 Jun 2022	70
Craddock Primary School (Schreiner Karoo Writers Festival)	4-7	Storytelling/The Big Makhanda Book DashX	20 Jun 2022	250
Home of Joy (Shelter)	All	Storytelling – Spirit of the Trees	1 Jul 2022	50
Kingswood College	6	Storytelling – Animal stories	12 Jul 2022	46
Grahamstown Primary School	3-4	Celebrate Mandela Day – (Community Library)	19 Jul 2022	60
Kuyasa Special School	3	Storytelling – How the Zebra got his stripes	27 Jul 2022	12
Kuyasa Special School	3	Storytelling – Women's Day & Flowers	2 Aug 2022	12
Kuyasa Special School	All	Myths & Legends of SA Reptiles	4 Aug 2022	140
Walter Sisulu University	Students	Voices of the Land and Garden Tour	18 Aug 2022	47
St Charles Sojola High School	12	Museum careers	18 Aug 2022	40
King's Kids Primary School	1-7	Story of Reptiles	25 Aug 2022	60
Fort Brown Primary School (Fish River)	1-7	Storytelling	25 Aug 2022	54
Adelaide Primary School	1-7	Storytelling	31 Aug 2022	303
Yellowwood Primary School	Nursery-7	Storytelling	31 Aug 2022	83
Bedford Country School	R-7	Storytelling	31 Aug 2022	77
Rhodes University	Students	Spirit of the Trees	6 Sep 2022	60
Fikizolo Primary School	1-3	Storytelling and garden tour	14 Sep 2022	150
Victoria Primary School	7	Spirit of the Trees and Olive Schreiner	27 Sep 2022	73
King's Kids School	5	Amazwi visit and literary tour of Makhanda	3 Oct 2022	22

School	Grade(s)	Programme	Date	Number of learners
Holy Cross School	R-7	Amazwi Museum Play	27 Oct 2022	83
Holy Cross School	R-7	Amazwi Museum Play	28 Oct 2022	83
Holy Cross School	7	Stories and Reading	10 Nov 2022	80
Archie Mbolekwa Primary School	6	Amazwi tour and Storytelling	11 Nov 2022	50
Sidbury Primary School	3	Reading Camp	21-22 Nov 2022	8
Child Welfare Fort Beaufort	All	Literary Trail	6 Dec 2022	15
Multiple schools from Makhanda area	4-11	Amazwi-Puku Storytelling Festival	21-22 Feb 2023	385
Ntaba Maria Primary School	1	General tour and storytelling of '4 pigeons, wolf and a frog'	1 Mar 2023	81
Ntaba Maria Primary School	2	General tour and storytelling of 'Umhlobo Wenene'	2 Mar 2023	84
Ntaba Maria Primary School	3	General tour and storytelling of 'Iliso lengqondo'	3 Mar 2023	94
Samuel Ntlebi Primary School	6	General tour and storytelling	10 Mar 2023	51
Masiphumelele High School	11	Simon's Town Books on the Bay Outreach Programme	10 Mar 2023	24
Cradock High School	6	Educational tour of Schreiner House	22 Mar 2023	120

Impact statement	South African literary and cultural heritage increases the understanding of societal issues		
	Outcome	Outputs	Description of indicators
Changed norms and behaviours through programmes based on creative advocacy	Public programmes hosted by Amazwi	Number of public programmes focused on gender awareness	Public programmes, readings, talks and workshops etc., to raise awareness about societal issues, e.g. gender-based violence



Nº	Indicators	Actual performance (audited)				2022/23		
		2019/20	2020/21	2021/22	Planned target	Actual achievement	Deviation from planned target	Comments on deviations
40	Public programmes on gender awareness	-	1	2	2	2	-	-

Programme		Target audience	Date
Amazwi: Voices of the women to be heard, Women's Day Mentoring and Empowering Young Women Conference		Young women	10 Aug 2022
World Read Aloud Day using Noni Jabavu's Two Worlds Exhibition, East London (Buffalo City) Library		Learners	2 Feb 2023



Dr Makhosazana Xaba (right) views the new exhibition on her life and work.



Permanent exhibition



The Literary Legends exhibition has become a popular spot for visitor photographs.



PART C

GOVERNANCE

1. Introduction

Corporate governance embodies processes and systems by which public entities are directed, controlled and held to account. In addition to legislative requirements based on a public entity's enabling legislation, corporate governance with regard to public entities is applied through the precepts of the Public Finance Management Act and the principles contained in the King IV Report on Corporate Governance.

Parliament, the Executive Authority (the Minister of Sport, Arts and Culture) and the Accounting Authority (the Council of Amazwi) are responsible for corporate governance.

2. Portfolio Committee

Amazwi was not called to the Portfolio Committee on Sport, Arts and Culture during the year under review.

3. Executive Authority

The Cultural Institutions Act places museums under the control of a Council appointed by the Minister of Sport, Arts and Culture.

The Annual Performance Plan for 2022/23 was submitted to the Department of Sport, Arts and Culture and tabled in Parliament by the Minister on 23 March 2022.

The Council of Amazwi submitted quarterly reports to the Minister of Sport, Arts and Culture and to National Treasury in the months following the end of each quarter.

4. The Accounting Authority

The Council of Amazwi is the Accounting Authority. The functions of a Council, as described in the Cultural Institutions Act, are:

- to formulate policy;
- to hold, preserve and safeguard all movable and immovable property of whatever kind placed in the care of or loaned or belonging to the declared institution concerned;
- to receive, hold, preserve and safeguard all specimens, collections or other movable property placed under its care and management under section 10(1);
- to raise funds for the institution;
- to manage and control the moneys received by the declared institution and to utilise those moneys for defraying expenses in connection with the performance of its functions;
- to keep a proper record of the property of the declared institution, to submit to the Director-General any returns required by him or her in regard thereto and to cause proper books of account to be kept;
- to determine, subject to this Act and with the approval of the Minister, the objects of the declared institution; and
- to generally, carry out the objects of the declared institution.

The Council fosters a culture and set of values and operates within a Charter that determine the manner in which it governs the museum, i.e., the systems and structures that it uses to define policy, to provide leadership, to manage, coordinate and monitor procedures and resources, and to develop long-term strategy and direction for the organisation.



4.1 Composition of the Council

The tables below disclose relevant information on the members of Council.

Designation	Name	Date of appointment	Expiration of term of office	Meetings scheduled	Meetings attended
Chair	Dr L.S. Masuku	1 Dec 2020	30 Nov 2023	10	9
Member	Mr A.K. Gontse	15 Jun 2021	30 Nov 2023	10	10
Member	Dr W.R.J. Langeveldt	1 Dec 2020 (second term)	13 Jan 2023 (deceased)	10	3
Member	Mr M.S. Ditlhake	1 Dec 2020 (second term)	30 Nov 2023	10	4
Member	Ms H. Erdmann	1 Dec 2020	30 Nov 2023	10	10
Member	Ms N.A. Jansen	15 Jun 2021	30 Nov 2023	10	6
Member	Mr T.F. Lungile	1 Dec 2020 (second term)	30 Nov 2023	10	4
Member	Mr H. Matlou	1 Dec 2020	30 Nov 2023	10	3
Member	Ms L. Mvanana	1 Dec 2020	30 Nov 2023	10	8
Member	Dr N.H. Rasana	1 Dec 2020	30 Nov 2023	10	10

4.2 Council members' profiles

Name	Qualifications and area of expertise	Other board memberships	Other committees or task teams
Chair: Dr L.S. Masuku	PhD Environmental Education (Rhodes) MEd Environmental Education (Rhodes) M European Leisure Studies (Vrije Universiteit, Brussels) Katholieke Universiteit Brabant Loughborough University Universidad de Deusto BA Humanities, concurrent DipEd (Swaziland)	Deputy Editor: <i>Southern African Journal of Environmental Education</i> (SAJEE)	Chairperson: Culture to the National Commission for UNESCO Committee Member: African Union's African Languages Week
Mr M.S. Ditlhake	BCom Hons Accounting (Natal) BCom Accounting (PU for CHE) Executive Development Programme (SBL UNISA) A results-driven business leader with international expertise in leadership, business development and operations across challenging environments and emerging markets	CEO: Corridor Africa Technologies Director: Corridor Infrabuild (Pty) Ltd Director: Corridor Metro Towers (Pty) Ltd Director: Mayibuye Developments (Pty) Ltd	-

Name	Qualifications and area of expertise	Other board memberships	Other committees or task teams
Ms H. Erdmann	MA Visual Studies (Stellenbosch) Expertise in museums and visual culture Actively involved in arts, culture and heritage since 1993 Author of <i>Manfred Zylla Art & Resistance</i> (2011)	Council member: Afrikaanse Taalmuseum en -monument Executive Committee member: Friends of the Cape Town Museum	Member: International Council of Museums South Africa (ICOM SA) Member: Friends of Iziko South African National Gallery
Mr A.K. Gontse	MA Candidate Criminal Justice (UNISA) BTech Security Risk Management (UNISA) NatDip Security Risk Management (UNISA) Dip Security Management (Intec College) Cert Security Management (National Intelligence Agency – State Security) Cert Private Investigation (Damelin) Cert Safety Management (NOSA) Cert Safety Auditor (NOSA) AdvCert Safety Management (Unisa) Cert Information System Security (SITA) Cert attendance Corporate Governance and Board Effectiveness Cert attendance Governance of Ethics Expertise in security risk management, health and safety, human resources, facilities management and governance in all spheres of the government, inclusive of museums	Council Member: Nelson Mandela Museum Member: Private Security Industry Regulating Authority (PSIRA) Advisory Committee to Council	Member: Institute of Directors (IoDSA) Member: International Council of Museums South Africa (ICOM SA) Member: ICMS committee of ICOM Member: ICOMAM committee of ICOM
Ms N.A. Jansen	BTech Cost and Management Accounting (Peninsula Technikon) NDIP Cost and Management Accounting (Peninsula Technikon) Management Development Programme (Stellenbosch) Over 20 years' experience in public finance, specialising in public entities	-	-



Name	Qualifications and area of expertise	Other board memberships	Other committees or task teams
Dr W.R.J. Langeveldt	DPhil Instructional Design and Technology (Iowa, USA) MA Counsellor Education and Student Development (Iowa, USA) BEd Counselling and Career Guidance (UNISA) BA Psychology and Afrikaans Nederlands (UNISA) Extensive knowledge in the field of human rights and education Author of numerous academic publications on indigenous culture and language, especially the Khoe-San	Founder member and Patron of the National Land Khoe-San African Movement and extensive involvement in other First Nations, culture and language movements and committees	-
Mr T.F. Lungile	MA Museums and Heritage Studies (Emory and Georgia State, USA) Higher Diploma in Education (Western Cape) BA History and Political Science (Western Cape) Certificate in Management Practice Over 20 years experience in the heritage sector, including education and training in the sector	-	-
Mr H. Matlou	MA International Communications (UNISA) Broadcasting and communications public policy and regulation Broadcasting news and current affairs Print media news reporting and editing	Council member: Albert Luthuli Museum	Research & Communications Committee (Luthuli Museum) Audit, Risk & Finance Committee (Luthuli Museum)

Name	Qualifications and area of expertise	Other board memberships	Other committees or task teams
Ms L. Mvanana	MEd (Illinois, USA) BEd (Witwatersrand) PGD Education (Unitra/ Walter Sisulu) BSc (Unitra/Walter Sisulu) Management Development Programme (SBL UNISA) Certified Director: Institute of Directors Southern Africa (IoDSA) Certified Prosci Change Management Practitioner: Prosci-and Change Certified Neuro Linguistic Programming Practitioner and Coach: Change Dynamics Expertise in education, corporate governance, over 30 years leadership and management experience and extensive consulting experience in leadership, team and organisational effectiveness, change management, organisational culture, diversity and inclusion, coaching, and human resource development	Director: Nkululeko Leadership Consulting Council member: National Arts Council Board member Kopanang Community Trust	Member: Institute of Directors (IoDSA) Member: Human Resource Committee National Arts Council Chairperson: Bursary Committee National Arts Council Member: Panel of Chairpersons Committee National Arts Council



Panel discussion during the Karoo Writers Festival.

Name	Qualifications and area of expertise	Other board memberships	Other committees or task teams
Dr N.H. Rasana	Certified Director: Institute of Directors Southern Africa (IoDSA) Advanced Diploma in Leadership Effectiveness Advancement (Nelson Mandela) PGD Political and International Studies (Rhodes) Ph.D Applied Linguistics (Bangor, North Wales, UK) MEd English as a Second Language (Rhodes) Dip Language Instruction (Ohio, USA) PGD Enterprise Management (Rhodes) Instruction Course in English at the Secondary Level (Christ Church Canterbury, UK) Hons BA Applied Linguistics (UNISA) BA (UNISA) Primary Teachers' Diploma (CCE, Fort Beaufort) Extensive experience in Applied Linguistics and literature teaching, broadsheet publishing, policy formulation analysis, curriculum and module design, research methodology and postgraduate supervision, higher institution's new curricula assessor, human resources, leadership and governance	Board member: PanSALB Chairperson: Old Nyaluzan Union	Member: Institute of Directors (IoDSA) Curriculum Assessor: Council on Higher Education

4.3 Committees

The Council is executing its functions with a Marketing, Communication, Stakeholder Relations and Heritage Committee, a Human Resources and Governance Committee and a Finance, Information Technology and Infrastructure Committee.

Committee	Meetings held	Members	Name
Marketing, Communication, Stakeholder Relations and Heritage Committee	4	Ms H. Erdmann	Chairperson
		Mr T.F. Lungile	Member
		Mr H. Matlou	Member
		Ms L. Mvanana	Member
		Dr N.H. Rasana	Member
Human Resources and Governance Committee	9	Dr N.H. Rasana	Chairperson
		Mr A.K. Gontse	Member
		Dr W.R.J. Langeveldt	Member
		Ms L. Mvanana	Member
Finance, Information Technology and Infrastructure Committee	8	Mr M.S. Ditlhake	Chairperson
		Ms N.A. Jansen	Member
		Mr A.K. Gontse	Member

4.4 Remuneration of Council members

Council members are remunerated at the rate prescribed by National Treasury. Members are entitled to claim for out-of-pocket expenses in attending meetings.

Name	Ordinary meetings R	Other meetings R	Other re-imbursements R	Total R
Dr L.S. Masuku	42 165	44 390	-	86 555
Mr A.K. Gontse	43 727	105 620	-	149 347
Mr M.S. Ditlhake	18 112	98 693	-	116 805
Ms H. Erdmann	36 570	47 177	-	83 747
Ms N.A. Jansen	-	-	-	-
Dr W.R.J. Langeveldt	10 452	28 539	-	38 991
Mr T.F. Lungile	-	-	-	-
Mr H. Matlou	-	-	-	-
Ms L. Mvanana	32 740	68 336	-	101 076
Dr N.H. Rasana	40 860	119 174	-	160 034

5. Risk management

Amazwi has had a Risk Management Policy in place since 2011. The purpose of this policy is to articulate Amazwi's risk management philosophy. Amazwi recognises that risk management is a systematic and formalised process to identify, assess, manage and monitor risks and therefore adopts a comprehensive approach to the management of risk. The Audit and Risk Committee serves the dual function of a Risk Management Committee. A risk assessment was undertaken by management, in consultation with the Audit and Risk Committee, to prepare the Annual Performance Plan for 2022/23. A progress report on risk mitigation forms part of the quarterly reports submitted to the Executive Authority.

6. Internal audit and the Audit and Risk Committee

The internal audit activity evaluates and contributes to the improvement of risk management, control and governance systems. The objective is to ensure that:

- risks are appropriately identified and managed;
- significant financial, managerial and operating information is accurate, reliable and timely;
- employees' actions are in compliance with policies, standards, procedures and applicable laws and regulations; and
- resources are acquired economically, used efficiently and adequately protected.

The focus of internal control reviews during the year under review was on performance information, sick leave and vacation leave, investments and interest received, property plant and equipment, heritage assets, bank reconciliations, irregular expenditure testing relating to previous years and the audit improvement plan.

The internal audit function at Amazwi is outsourced to a consultant.

6.1 Audit and Risk Committee

The Audit Committee is an independent committee responsible for oversight of reporting processes and systems of internal control. It also assists the Council of Amazwi to review risk management processes and the effectiveness of risk management activities.

The table below discloses relevant information on the Audit and Risk Committee members.

Designation	Name	Date of appointment	Date of resignation	Meetings scheduled	Meetings attended
Chair	Mr V. Magan	1 Feb 2022	-	7	7
Member	Mr D.S. Thwala	1 Feb 2022	-	7	6
Member	Ms A. van der Merwe	1 Feb 2022	-	7	7
Council representative	Mr M.S. Ditlhake	26 Mar 2018	-	7	4
Council representative	Ms N.A. Jansen	16 Jun 2021	-	7	6

6.2 Members' profiles

Name	Qualifications and area of expertise	Connection to entity	Other committees or task teams
Mr V. Magan	Chartered Accountant (South Africa) Certified Internal Auditor MBL (UNISA)	External	Chairperson: Finance Audit and Risk Committee South African Diamond and Precious Metals Regulator Board member: South African Diamond and Precious Metals Regulator Chairperson: Audit and Risk Committee Agrément SA Board member: Agrément SA Chairperson: Audit Committee Northern Cape Provincial Government Member: Audit and Risk Committee North West Provincial Government
Mr D.S. Thwala	PGD Strategic Management (Metropolitan School of Business Management, London) PGD Innovation and Design Thinking (Emeritus Institute of Management, Columbia) BCom (Johannesburg) Management Development Programme (Western Cape) Strategic Business Management (Cape Town) Risk Management Certification (Stellenbosch) Expertise in strategic management, performance management, governance, risk and compliance	External	Board member: Mbombela Housing Association



Name	Qualifications and area of expertise	Connection to entity	Other committees or task teams
Ms A. van der Merwe	BAcc (Free State) Chartered Accountant (South Africa) 5 years' experience as Senior Lecturer (Auditing; Management Accounting & Finance) at Rhodes University 4 years' audit experience in the public sector (AGSA)	External	Chairperson of the Audit Committee: South African Library for the Blind

6.3 Remuneration of Audit and Risk Committee members

Members of the Audit and Risk Committee are remunerated at the rate prescribed by National Treasury.

Name	Ordinary meetings R	Other meetings R	Other re-imbursements R	Total R
Mr V. Magan	60 696	190 470	-	251 166
Mr D.S. Thwala	-	-	-	-
Ms A. van der Merwe	31 586	31 428	-	63 014
Mr M.S. Dithlake	16 382	-	-	16 382
Ms N.A. Jansen	-	-	-	-

7. Compliance with laws and regulations

Amazwi's policies are periodically reviewed in terms of compliance. However, a number of compliance measures remain a challenge because of the museum's relatively small size and limited capacity.

8. Fraud and corruption

The Council of Amazwi approved a Fraud Prevention and Anti-Corruption Strategy, inclusive of policy, control strategies and procedures for investigations, in 2011. The staff have been made aware of this policy and the Department of Sport, Arts and Culture's recurring anti-fraud and corruption campaigns.

Fraud and corruption are a standing item on staff meeting agendas and the toll-free hotline for reporting suspected fraud and corruption is displayed on the staff notice board.

9. Minimising conflict of interest

Council members of Amazwi are required to declare conflicts of interest at every meeting. All employees are required to disclose to the Council of Amazwi particulars of any registrable interests.

10. Code of conduct

Amazwi is an institutional member of the International Council of Museums and subscribes to its Code of Ethics.

11. Health, safety and environmental issues

Amazwi established a Health and Safety Committee in 2010. The Committee meets once a month and undertakes inspections of the premises on a regular basis. Healthy and safety issues are reported to Amazwi's management for action.

The Council of Amazwi adopted an Environmental Policy in 2011. The primary objective of this policy is to ensure that the museum makes use of resources, from paper to electricity, in a manner that minimises and ultimately eradicates unnecessary waste.

12. Social responsibility

The function of museums is to preserve, interpret and promote the natural and cultural inheritance of humanity

As expressed by the First Principle of the ICOM Code of Ethics for Museums, governing bodies and those concerned with the strategic direction and oversight of museums have a primary responsibility to protect and promote this heritage as well as the human, physical and financial resources made available for that purpose. On this basis, the ICOM Code of Ethics promotes social responsibility, independence and scientific freedom, tolerance and mutual respect without compromising professional museum standards.

As expressed by the 2015 UNESCO Recommendation concerning the protection and promotion of museums and collections, their diversity and their role in society, museums are spaces for cultural transmission, intercultural dialogue, learning, discussion and training. Therefore, museums play an important role in education, social cohesion and sustainable development and have great potential to raise public awareness of the value of cultural and natural heritage and of the responsibility of all citizens to contribute to their care and transmission.

<https://icom.museum/en/news/statement-on-the-independence-of-museums/>

Amazwi is an institutional member of the International Council for Museums (ICOM) and subscribes to its Code of Ethics.



Audience at LitFest.



13. REPORT

OF THE AUDIT AND RISK COMMITTEE

Mr V. Magan

Chairperson of the Audit and Risk Committee

Amazwi South African Museum of Literature

We are pleased to present our report for the financial year ended 31 March 2023.

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulation 3.1.13. The Audit and Risk Committee also reports that it has adopted appropriate formal terms of reference as its Audit and Risk 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.

The Effectiveness of Internal Control

Internal audit

The internal audit function at Amazwi is outsourced to a service provider. During the period under review, a new service provider was appointed to render the internal audit services. The newly appointed service provider facilitated a risk assessment workshop with Amazwi, and the Amazwi Risk Register was updated.

The Audit and Risk Committee reviewed and approved the Three-Year Rolling Internal Audit Plan. The internal audit highlighted the Information and Communication Technology (ICT) environment at Amazwi as an area that requires urgent attention in terms of improving the ICT governance and ICT general controls. The Audit and Risk Committee has reviewed the action plan to ensure that the matters raised are resolved.

In-year management and quarterly reports

The Audit and Risk Committee has been advised that management has submitted quarterly financial and performance reports prepared during the year under review, in compliance with the statutory reporting framework.

Evaluation of the Annual Financial Statements

The Audit and Risk Committee has reviewed the audited Annual Financial Statements for the year ended 31 March 2023 and has discussed matters of concern with management and the external auditors.

Auditor-General's Report

The Audit and Risk Committee reviewed the audit action plan for audit issues raised in the previous year and is satisfied that the matters have been adequately resolved.

The Audit and Risk Committee has reviewed the Auditor-General's Management Report and management's response thereto and directed management to develop a comprehensive audit action plan to address all issues raised by external auditors. The Audit and Risk Committee will review the audit action plan and monitor implementation thereof at quarterly meetings.

The Audit and Risk Committee has reviewed the information on predetermined objectives included in the Annual Report.

The Audit and Risk Committee has reviewed the significant adjustments resulting from the audit as part of the review of the Annual Financial Statements.

The Audit and Risk Committee noted the independence of the external auditors.

The Audit and Risk Committee congratulates management on obtaining an unqualified opinion with findings and wish to thank all the stakeholders for their cooperation and assistance.

The Audit and Risk Committee concurs and accepts the conclusions of the Auditor-General on 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.

On behalf of the Audit and Risk Committee:



Mr V. Magan

Chairperson of the Audit and Risk Committee

Amazwi South African Museum of Literature

31 August 2023



Heritage Day celebration

14. B-BBEE compliance performance information

The following table provides information on Amazwi's compliance with the Broad-based Black Economic Empowerment Act, Act No. 53 of 2003.

Has the public entity applied any relevant Code of Good Practice (B-BBEE Certificate Levels 1-8) with regards to the following:		
Criteria	Response	Discussion
Determining qualification criteria for the issuing of licences, concessions or other authorisations in respect of economic activity in terms of any law?	n/a	
Developing and implementing a preferential procurement policy?	Yes	Mainstreamed in supply chain operations
Determining qualification criteria for the sale of state-owned enterprises?	n/a	
Developing criteria for entering into partnerships with the private sector?	n/a	
Determining criteria for the awarding of incentives, grants and investment schemes in support of Broad-based Black Economic Empowerment?	n/a	



Crystal Warren (centre) spent four days at the Gothenburg Book Fair curating the programme on the South Africa stand. Here she is in discussion with Gcina Mhlophe and Sindiwe Magona.



Amazwi was a venue for the National Art Festival



Nocawe Mafu, Deputy Minister of the Department of Sport, Arts and Culture (right), and Brigitte Mabandla, South African Ambassador to Sweden at the Gothenburg Book Fair, Sweden.



New curators Sithembele Xhegwana and Pura Lavisa attended an Introductory Archives Workshop





PART D

HUMAN RESOURCE MANAGEMENT

1. Introduction

Museum core functions are labour intensive. Curatorial staff undertake research and care for the museum's collections. Education and Public Programmes is a service-oriented Division focusing on exhibitions, education programmes and museum events aimed at school learners and adults alike.

The core functions are supported by the Administrative Division which is responsible for financial and human resources management, marketing and communication, infrastructure management, and maintenance.

2. Human resource oversight statistics

2.1 Personnel cost by programme

Programme	Total expenditure R'000	Personnel expenditure R'000	Personnel expenditure as % of total expenditure	Number of employees	Average cost per employee R'000
Administrative Division	16 403	3 949	24.1%	10	439
Curatorial Division	5 307	4 272	80.5%	9	475
Education & Public Programmes Division	2 751	2 662	96.8%	8	380
All programmes	24 461	10 883	44.5%	27	435

2.2 Personnel cost by salary band

Level	Personnel expenditure R'000	% of personnel expenditure to total personnel costs	Number of employees	Average cost per employee R'000
Top management	1 332	12%	1	1 332
Senior and middle management	2 046	19%	3	670
Professional specialists	591	5%	1	591
Skilled professionals	4 266	39%	11	388
Professional and administrative support	1 942	18%	6	324
Semi-skilled administrative and technical	676	6%	3	225
Relief staff	19	0.2%	1	19
Casuals / intern	11	0.1%	1	11
All levels	10 883	100%	27	403

2.3 Performance rewards and special awards for new qualifications

Programme	Performance rewards (new PhD) R'000	Personnel expenditure R'000	Performance rewards as % of personnel expenditure
Administrative Division	-	3 949	-
Curatorial Division	-	4 272	-
Education & Public Programmes Division	-	2 662	-
All programmes	-	10 883	-

Level	Performance rewards R'000	Personnel expenditure R'000	Performance rewards as % of personnel expenditure
Top management	-	1 332	-
Senior and middle management	-	2 046	-
Professional specialists	-	591	-
Skilled professionals	-	4 266	-
Professional and administrative support	-	1 942	-
Semi-skilled administrative and technical	-	676	-
Relief staff	-	19	-
Casuals / intern	-	11	-
All levels	-	10 883	-

2.4 Training costs¹

Programme	Personnel expenditure R'000	Training costs R'000	Training costs as % of personnel expenditure	Number of employees trained	Average training cost per employee R'000
Administrative Division	3 949	2	0.1%	1	2
Curatorial Division	4 272	15	0.4%	10	1.5
Education & Public Programmes Division	2 662	-	-	-	-
All programmes	10 883	17	0.2%	11	1.6

¹ The data reflected here only represents training interventions that were paid for. For a full list of training opportunities see page 23 of the Performance Information.

Level	Personnel expenditure R'000	Training costs R'000	Training costs as % of personnel expenditure	Number of employees trained	Average training cost per employee R'000
Top management	1 332	-	-	-	-
Senior and middle management	2 046	2	0.10%	1	2
Professional specialists	591	3	0.5%	1	3
Skilled professionals	4 266	10	0.2%	8	1
Professional and administrative support	1 942	2	0.10%	1	2
Semi-skilled administrative and technical	676	-	-	-	-
Relief staff	19	-	-	-	-
Casuals / intern	11	-	-	-	-
All levels	10 883	17	0.2%	11	1.6

Staff development and training is required to improve museological skills, enhance professionalism and encourage high level academic study in the literary field. With an aging workforce succession planning is imperative in preserving business continuity while increasing diversity and equity.

Of the 39 training opportunities 20 were taken up by women and 2 by staff in the youth category.

2.5 Employment and vacancies

Programme	2021/22 number of employees	2022/23 approved (funded) posts	2022/23 number of employees	2022/23 number of vacancies	Vacancy rate %
Administrative Division	9	10	9	1	10%
Curatorial Division	6	11	9	2	18%
Education & Public Programmes Division	6	9	7	2	22%
All programmes	21	30	25	5	17%

Level	2021/22 number of employees	2022/23 approved (funded) posts	2022/23 number of employees	2022/23 number of vacancies	Vacancy rate %
Top management	1	1	1	-	-
Senior and middle management	3	3	3	-	-
Professional specialists	1	1	1	-	-
Skilled professionals	6	12	11	1	8%
Professional and administrative support	7	8	6	2	25%
Semi-skilled administrative and technical	3	5	3	2	40%
Relief staff	2	-	1	-	-
Casuals / intern	1	-	1	-	-
All levels	24	30	27	5	17%

2.6 Employment changes

Programme	Number of employees at beginning of period	Appointments	Terminations	Number of employees at end of period
Administrative Division	10	2	2	10
Curatorial Division	6	2	-	8
Education & Public Programmes Division	8	2	1	9
All programmes	24	6	3	27

Level	Number of employees at beginning of period	Appointments	Terminations	Number of employees at end of period
Top management	1	-	-	1
Senior and middle management	3	1	1	3
Professional specialists	1	-	-	1
Skilled professionals	6	4	1	9
Professional and administrative support	7	-	-	7
Semi-skilled administrative and technical	3	1	-	4
Relief staff	2	-	1	1
Casuals/intern	1	-	-	1
All levels	24	6	3	27

2.7 Reasons for staff leaving

Type of termination	Number	%
Death	-	-
Resignation	1	33.3%
Dismissal	-	-
Retirement	1	33.3%
Ill health	-	-
Expiry of contract	1	33.3%
Other	-	-
Total	3	100%

2.8 Labour relations: misconduct and disciplinary action

Nature of disciplinary action	Number
Verbal warning	1
Written warning	1
Final written warning	-
Dismissal	-
Total	-

2.9 Equity targets and employment equity status

Level	Males							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top management	-	-	-	-	-	-	-	-
Senior and middle management	2	2	-	-	-	-	-	-
Professional specialists	-	-	-	-	-	-	1	-
Skilled professionals	4	2	1	-	-	1	1	-
Professional and administrative support	-	-	-	-	-	-	1	-
Semi-skilled administrative and technical	2	2	-	-	-	-	-	-
Relief staff	-	-	1	1	-	-	-	-
Casuals / intern	-	1	-	-	-	-	-	-
Total	8	7	2	1	-	1	3	-

Level	Females							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top management	-	1	-	-	-	-	1	-
Senior and middle management	-	1	-	-	-	-	1	-
Professional specialists	-	1	-	-	-	-	-	-
Skilled professionals	2	2	-	2	-	1	3	1
Professional and administrative support	1	4	2	2	-	-	1	-
Semi-skilled administrative and technical	1	1	-	-	-	-	-	-
Relief staff	-	1	-	1	-	-	-	-
Casuals / intern	-	-	-	-	-	-	-	-
Total	4	11	2	5	-	1	6	1

Level	Disabled							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top management	-	-	-	-	-	-	-	-
Senior and middle management	-	-	-	-	-	-	-	-
Professional specialists	-	-	-	-	-	-	-	-
Skilled professionals	-	-	-	-	-	-	-	1
Professional and administrative support	-	-	-	-	-	-	-	-
Semi-skilled administrative and technical	-	-	-	-	-	-	-	-
Relief staff	-	-	-	-	-	-	-	-
Casuals	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	1



Puku Storytelling Festival





behind the scenes tour



Sithembale Xhegwana at McGregor Poetry Festival



Nicky Ferguson (2nd left) donated the literary papers of late poet Gus Ferguson





PART E

PFMA COMPLIANCE REPORT

1. Irregular, Fruitless and Wasteful Expenditure and Material Losses

1.1 Irregular Expenditure

(a) Reconciliation of irregular expenditure

Description	2022/2023	2021/2022
	R'000	R'000
Opening balance	4 354	2 715
Add: Irregular expenditure confirmed	-	1 639
Less: Irregular expenditure condoned and removed	2 715	-
Less: Irregular expenditure not condoned and removed	-	-
Less: Irregular expenditure recoverable	-	-
Less: Irregular expenditure not recovered and written off	-	-
Closing balance	1 639	4 354

The irregular expenditure incurred in 2022 was a result of supply chain weaknesses. Each instance was thoroughly investigated, and remedial systems implemented. In the letter dated 24 July 2023, the National Treasury did not approve the application for the condonation of irregular expenditure incurred in 2022. National Treasury referred the matter back to Amazwi management to seek Council approval for removing the amount.

Reconciling notes

Description	2022/2023	2021/2022
	R'000	R'000
Irregular expenditure that was under assessment in 2021/22	-	-
Irregular expenditure that relates to 2022/23 and identified in 2022/23	-	-
Irregular expenditure for the current year	-	-
Total	-	-

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

Description	2022/2023	2021/2022
	R'000	R'000
Irregular expenditure under assessment	-	-
Irregular expenditure under determination	-	-
Irregular expenditure under investigation	-	-
Total	-	-

(c) Details of current and previous year irregular expenditure condoned

Description	2022/2023	2021/2022
	R'000	R'000
Irregular expenditure condoned	-	-
Total	-	-

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

Description	2022/2023	2021/2022
	R'000	R'000
Irregular expenditure NOT condoned and removed	2 715	-
Total	2 715	-

(e) Details of current and previous year irregular expenditure recovered

Description	2022/2023	2021/2022
	R'000	R'000
Irregular expenditure recovered	-	-
Total	-	-

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

Description	2022/2023	2021/2022
	R'000	R'000
Irregular expenditure written off	-	-
Total	-	-

Additional disclosure relating to Inter-Institutional Arrangements

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

Description
None
Total

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

Description
None
Total

(i) Details of current and previous year disciplinary or criminal steps taken as a result of irregular expenditure

Description
None
Total

1.2 Fruitless and wasteful expenditure

(a) Reconciliation of fruitless and wasteful expenditure

Description	2022/2023	2021/2022
	R'000	R'000
Opening balance	42	-
Add: Fruitless and wasteful expenditure confirmed	-	42
Less: Fruitless and wasteful expenditure written off	42	-
Less: Fruitless and wasteful expenditure recoverable	-	-
Closing balance	-	42

The fruitless and wasteful expenditure related to a historic amount owing to SARS, this was investigated, and remedial systems implemented, this fruitless and wasteful expenditure was written off by Council.

Reconciling notes

Description	2022/2023	2021/2022
	R'000	R'000
Fruitless and wasteful expenditure that was under assessment in 2021/22	-	-
Fruitless and wasteful expenditure that relates to 2022/23 and identified in 2022/23	-	-
Fruitless and wasteful expenditure for the current year	-	-
Total	-	-

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

Description	2022/2023	2021/2022
	R'000	R'000
Fruitless and wasteful expenditure under assessment	-	-
Fruitless and wasteful expenditure under determination	-	-
Fruitless and wasteful expenditure under investigation	-	-
Total	-	-

(c) Details of current and previous year Fruitless and wasteful expenditure recovered

Description	2022/2023	2021/2022
	R'000	R'000
Fruitless and wasteful expenditure recovered	-	-
Total	-	-

(d) Details of current and previous year Fruitless and wasteful expenditure not recovered and written off

Description	2022/2023	2021/2022
	R'000	R'000
Fruitless and wasteful expenditure written off	42	-
Total	42	-

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

Disciplinary steps taken
N/A - None

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

(a) Details of current and previous year material losses through criminal conduct

Description	2022/2023	2021/2022
	R'000	R'000
Theft	-	-
Other material losses	-	-
Less: Recovered	-	-
Less: Not recovered and written off	-	-
Total	-	-

(b) Details of other material losses

Nature of other material losses	2022/2023	2021/2022
	R'000	R'000
None	-	-
Total	-	-

(c) Other material losses recovered

Nature of losses	2022/2023	2021/2022
	R'000	R'000
None	-	-
Total	-	-

(d) Other material losses written off

Nature of losses	2022/2023	2021/2022
	R'000	R'000
None	-	-
Total	-	-

1.4 Information on Supply Chain Management

Procurement by other means

Project description	Name of supplier	Type of procurement by other means	Contract number	Value of contract R'000
None	-	-	-	-

Contract variations and expansions

Project description	Name of supplier	Contract modification type (Expansion or Variation)	Contract number	Original contract value	Value of previous contract expansion/s or variation/s (if applicable)	Value of current contract expansion or variation
				R'000	R'000	R'000
Water proofing of Balcony	Ontime Civils Plant Hire (Pty) LTD	Variation		434	-	235



PART F

FINANCIAL INFORMATION

Report of the auditor-general to parliament on Amazwi South African Museum of Literature

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Amazwi South African Museum of Literature set out on pages 89 to 137, which comprise the statement of financial position as at 31 March 2023 statement of financial performance, statement of changes in net assets, and cash flow statement and statement of comparison of budget information with actual information 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 Amazwi South African Museum of Literature as at 31 March 2023 and its financial performance and cash flows for the year then ended in accordance with Generally Recognized Accounting Practise (Standards of GRAP) and the requirements of the Public Finance Management Act 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 responsibilities of the auditor-general for the audit of the financial statements section of my report.
4. I am independent of the museum in accordance with the International Ethics Standards Board for Accountants' *International code of ethics for professional accountants (including International Independence Standards)* (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter

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

Restatement of corresponding figures

7. As disclosed in note 23 of the financial statements, the corresponding figures for for 31 March 2022 were restated as a result of an error in the financial statements of the museum at, and for the year ended 31 March 2023.

Other matter: National Treasury Instruction No. 4 of 2022/2023: PFMA Compliance and Reporting Framework

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

Unaudited irregular expenditure and fruitless and wasteful expenditure (UIFW expenditure)

9. On 23 December 2022 National Treasury issued *Instruction Note No. 4: PFMA Compliance and Reporting Framework of 2022-23* in terms of section 76(1)(b), (e) and (f), 2(e) and (4)(a) and (c) of the PFMA which came into effect on 3 January 2023.
10. The PFMA Compliance and Reporting Framework also addresses the disclosure of unauthorised expenditure, irregular expenditure and fruitless and wasteful expenditure (UIFW expenditure). Among the effects of this framework is that irregular and fruitless and wasteful expenditure incurred in previous financial years and not addressed is no longer disclosed in either the annual report or the disclosure notes of the annual financial statements, only the current year and prior year figures are disclosed in note 16 and 17 to the financial statements.

11. Furthermore, the movements in respect of irregular expenditure and fruitless and wasteful expenditure are no longer disclosed in the notes to the annual financial statements of Amazwi South African Museum of Literature. The disclosure of these movements (e.g. condoned, recoverable, removed, written off, under assessment, under determination and under investigation) are now included as part of other information in the annual report of Amazwi South African Museum of Literature. I do not express an opinion on the disclosure of irregular expenditure and fruitless and wasteful expenditure in the annual report.

Responsibilities of the accounting authority for the financial statements

12. The accounting authority is responsible for the preparation and fair presentation of the financial statements in accordance with the standards 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.
13. In preparing the financial statements, the accounting authority is responsible for assessing the museum'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 museum or to cease operations, or has no realistic alternative but to do so.

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

14. 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.
15. 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 annual performance report

16. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I must audit and report on the usefulness and reliability of the reported performance information against predetermined objectives for the selected material performance indicators¹ presented in the annual performance report. The accounting authority is responsible for the preparation of the annual performance report.
17. I selected the following material performance indicators related to curatorial division presented in the annual performance report for the year ended 31 March 2023. I selected those indicators that measure the museum's performance on its primary mandated functions and that are of significant national, community or public interest.
- Number of research articles submitted for publication
 - Number of research papers presented
 - Number of meetings of experts hosted
 - Number of artefacts catalogued
 - Monthly reports on environmental conditions and remedial interventions
 - Percentage of operationalisation of new/updated collections management system
18. I evaluated the reported performance information for the selected material performance indicators against the criteria developed from the performance management and reporting framework, as defined in the general notice. When an annual performance report is prepared using these criteria, it provides useful and reliable information and insights to users on the museum's planning and delivery on its mandate and objectives.

19. I performed procedures to test whether:

- the indicators used for planning and reporting on performance can be linked directly to the museum's mandate and the achievement of its planned objectives
- the indicators are well defined and verifiable to ensure that they are easy to understand and apply consistently and that I can confirm the methods and processes to be used for measuring achievements
- the targets linked directly to the achievement of the indicators and are specific, time bound and measurable to ensure that it is easy to understand what should be delivered and by when, the required level of performance as well as how performance will be evaluated
- the indicators and targets reported on in the annual performance report are the same as what was committed to in the approved initial or revised planning documents
- the reported performance information is presented in the annual performance report in the prescribed manner
- there are adequate supporting evidence for the achievements reported and for the reasons provided for any over- or underachievement of targets.

20. I performed the procedures for the purpose of reporting material findings only.

21. I did not identify any material findings on the reported performance information for the selected material performance indicators

Other matters

22. I draw attention to the matters below.

Achievement of planned targets

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

Material misstatements

24. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were in the reported performance information for curatorial division. Management subsequently corrected all the misstatements and I did not include any material findings in this report.

Report on compliance with legislation

25. In accordance with the PAA and the general notice issued in terms thereof, I must audit and report on compliance with applicable legislation relating to financial matters, financial management and other related matters. The accounting authority is responsible for the museum's compliance with legislation.

26. I performed procedures to test compliance with selected requirements in key legislation in accordance with the findings engagement methodology of the Auditor-General of South Africa (AGSA). This engagement is not an assurance engagement. Accordingly, I do not express an assurance opinion or conclusion.

27. Through an established AGSA process, I selected requirements in key legislation for compliance testing that are relevant to the financial and performance management of the museum, clear to allow consistent measurement and evaluation, while also sufficiently detailed and readily available to report in an understandable manner. The selected legislative requirements are included in the annexure to this auditor's report.

28. The material findings on compliance with the selected legislative requirements, presented per compliance theme, are as follows:



Annual financial statements, performance reports and annual reports

29. The financial statements submitted for auditing were not prepared in accordance with the prescribed financial reporting framework as required by section 55(1) (b) of the PFMA.
30. Material misstatements identified by the auditors in the submitted financial statements were corrected and, resulting in the financial statements receiving an unqualified opinion.

Procurement and contract management

31. Procurement by other means was not provided in the SCM policy of the institution or did not cover at least the minimum requirements as required by PFMA Instruction Note 3 of 2021/22 par. 4.3 and 4.4.

Other information in the annual report

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

Internal control deficiencies

36. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with applicable legislation; however, my objective was not to express any form of assurance on it.
37. The matters reported below are limited to the significant internal control deficiencies that resulted in the material findings on compliance with legislation included in this report.
38. Management did not adequately exercise oversight responsibility regarding compliance as well as related internal controls relating to preparation of financial statements and supply chain management (SCM).

Auditor General

Auditor General

East London

31 July 2023



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annexure to the auditor's report

The annexure includes the following:

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

Auditor-general's responsibility for the audit

Professional judgement and professional scepticism

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

Financial statements

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

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the museum's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made.
- conclude on the appropriateness of the use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists relating to events or conditions that may cast significant doubt on the ability of the museum to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty

or, if such disclosures are inadequate, to modify my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a museum to cease operating as a going concern

- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Communication with those charged with governance

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

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

Compliance with legislation -selected legislative requirements

The selected legislative requirements are as follows:

Legislation	Sections or regulations
Public Finance Management Act 1 of 1999 (PFMA)	PFMA 55(1)(a) PFMA 55(1)(b) PFMA 55(1)(c)(i) PFMA 51(1)(b)(ii) PFMA 53(4) PFMA 57(b) PFMA 51(1)(e)(iii) PFMA 51(1)(b)(ii) PFMA 51(1)(a)(iv) PFMA 56(1) PFMA 56(2) PFMA 57(b)
Preferential Procurement Regulations of 2022 (PPR)	PPR 2022 Par. 4.1 PPR 2022 Par. 4.2 PPR 2022 Par. 4.3 PPR 2022 Par. 4.4 PPR 2022 Par. 5.1 PPR 2022 Par. 5.2 PPR 2022 Par. 5.3 PPR 2022 Par. 5.4
Prevention and Combating of Corrupt Activities Act 12 of 2004	PRECCA 34(1)



Puku Storytelling Festival

Statement of Responsibility for Financial Information

The Public Finance Management Act, Act No. 1 of 1999, as amended, requires the Council to ensure that Amazwi South African Museum of Literature (Amazwi) keeps full and proper records of its financial affairs. The Annual Financial Statements should fairly present the state of affairs of Amazwi, its financial results, its performance against predetermined objectives and its financial position at the end of the year.

The Annual Financial Statements are the responsibility of the Council. The Auditor-General of South Africa is responsible for independently auditing and reporting on the Annual Financial Statements. The Auditor-General of South Africa has audited Amazwi's Annual Financial Statements and their report appears on pages xx to xx.

The Annual Financial Statements have been prepared in accordance with the prescribed Standards of GRAP including any interpretation of such statements issued by the Accounting Standards Board. These Annual Financial Statements are based on appropriate accounting policies, supported by reasonable and prudent judgements and estimates.

The Council has reviewed Amazwi's budgets and cash flow forecasts for the year ended 31 March 2024. On the basis of the review, and in view of the current financial position, the Council has every reason to believe that Amazwi will be a going concern in the year ahead and has continued to adopt the going concern basis in preparing the Annual Financial Statements.

The Council sets standards to enable management to meet the above responsibilities by implementing systems of internal control and risk management, where possible, that are designed to provide reasonable, but not absolute assurance against material misstatements and losses. The entity maintains internal financial controls to provide assurance regarding the safeguarding of assets against unauthorised use or disposition, and the maintenance of proper accounting records and the reliability of financial information used within Amazwi or for publication.

The controls contain self-monitoring mechanisms, and actions are taken to correct deficiencies as they are identified. Even an effective system of internal control, no matter how well designed, has inherent limitations, including the possibility of circumvention or the overriding of controls. An effective system of internal control, therefore, aims to provide reasonable assurance with respect to the reliability of financial information and the presentation of Annual Financial Statements. However, because of changes in conditions, the effectiveness of internal financial controls may vary over time.

The Council has reviewed Amazwi's systems of internal control and risk management for the period 1 April 2022 to 31 March 2023. The Council is of the opinion that Amazwi's systems of internal control and risk management were effective for the year under review.

In the opinion of the Council, based on the information available to date, the Annual Financial Statements fairly present the financial position of Amazwi at 31 March 2023 and the results of its operations and cash flow information for the year.

The Annual Financial Statements for the year ended 31 March 2023, set out on pages xx to xx, were submitted for auditing on 31 May 2023 and approved by the Council in terms of section 51(1)(f) of the Public Finance Management Act, Act No. 1 of 1999, as amended by Act No. 29 of 1999, and are signed on its behalf by:



Mr Musawakhe Mazibuko
Acting Director of Amazwi
South African Museum of Literature
31 July 2023



Dr Sibongile Masuku
Chairperson of the Council of Amazwi
South African Museum of Literature
31 July 2023

Accounting Authority's Report for the year ended 31 March 2023

Report by the Council of Amazwi South African Museum of Literature to the Executive Authority, the Minister of Sport, Arts and Culture, and Parliament of the Republic of South Africa.

1. Review of operations

Total revenue

Total revenue for the year was R22 318 067 (2022 restated: R22 562 051).

Surplus

A deficit of R2 143 046 was incurred in the year under review (2022 restated: surplus R112 353).

Events subsequent to balance sheet

There were no events subsequent to the balance sheet date.

Other major items

None noted.

2. Principal activities of the museum

Amazwi houses a comprehensive collection of resources relating to South African literature. The bulk of the collections relate to literature in English but a strategy has been put in place to expand the collections to indigenous languages, starting with IsiXhosa. All collections provide material for the preparation of permanent, temporary and travelling exhibitions and are accessible to visiting researchers and scholars on request.

Amazwi offers educational programmes for learners and opportunities for lifelong learning for adults. The schools' programmes provide an intellectually stimulating, fun and creative learning experience.

Amazwi's satellite museums, Schreiner House in Nxuba and the Eastern Star Gallery in Makhanda, conserve and present two important aspects of the writing and publishing heritage of South Africa.

3. Materiality and significance framework for the 2022/23 financial year

In terms of the Public Finance Management Act and National Treasury Regulation 28.1.5, the Council of Amazwi has developed and agreed to a framework of acceptable levels of materiality and significance. See ANNEXURE A.

4. Approval

The Annual Financial Statements set out hereunder have been approved by the Council of Amazwi South African Museum of Literature and are signed on its behalf by:



Mr Musawakhe Mazibuko
Acting Director of Amazwi
South African Museum of Literature
31 July 2023



Dr Sibongile Masuku
Chairperson of the Council of Amazwi
South African Museum of Literature
31 July 2023

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Statement of financial position as at 31 March 2023

		2023	Restated 2022
	NOTES	R	R
ASSETS			
Non-current assets		61 483 357	61 349 016
Property, plant and equipment	2	3 747 687	4 643 830
Heritage assets	4	57 735 670	56 705 186
Current assets		8 628 190	10 948 528
Inventories	5	93 086	150 659
Trade and other receivables	6	888 739	948 782
Cash and cash equivalents	7	7 646 365	9 849 087
Total assets		70 111 547	72 297 544
FUNDS AND LIABILITIES			
Funds and reserves		58 345 322	60 372 308
Accumulated funds		6 087 052	8 230 098
Revaluation reserve	11	52 258 270	52 142 210
Non-current liabilities		4 273 000	4 823 000
Provision for post-retirement medical benefits	12	4 273 000	4 823 000
Current liabilities		7 493 225	7 102 236
Trade and other payables	13.1	3 870 568	2 233 811
Unspent conditional receipts		3 622 657	4 868 425
Total funds and liabilities		70 111 547	72 297 544

Statement of financial performance for the year ended 31 March 2023

		2023	Restated 2022
	NOTES	R	R
Revenue	8	22 309 357	22 500 472
Other income	9	4 397	10 162
Total revenue		22 313 754	22 510 634
Expenditure	10	(24 461 113)	(22 449 698)
(Deficit)/Surplus from operations		(2 147 359)	60 936
Interest received		4 313	51 417
(Deficit)/Surplus for the year		(2 143 046)	112 353



Statement of changes in net assets for the year ended 31 March 2023

	Accumulated funds R	Total R
Balance at 31 March 2021	9 269 503	9 269 503
Correction of error	(1 151 758)	(1 151 758)
Restated balance at 31 March 2021	8 117 745	8 117 745
Surplus for the year - Restated	112 353	112 353
Balance at 31 March 2022	8 230 098	8 230 098
Deficit for the year	(2 143 046)	(2 143 046)
Balance at 31 March 2023	6 087 052	6 087 052

Cash flow statement for the year ended 31 March 2023

	NOTES	2023 R	Restated 2022 R
Cash flows from operating activities			
Receipts			
Service fees, royalties, sales, donations and salary contribution from Inxuba Yethemba Municipality for Schreiner House		254 853	385 879
Government subsidy: Department of Arts and Culture		14 956 000	15 445 870
Payments			
Compensation of employees		(10 276 473)	(9 293 380)
Administration and other expenses		(6 571 365)	(5 933 931)
Cash (utilised)/generated from operations	14.1	(1 636 985)	604 439
Interest received		4 313	51 417
Interest received - Capitalised to unspent conditional receipts		294 759	183 501
Net cash flows from operating activities		(1 337 913)	839 357
Cash flows from investing activities			
Acquisition/Revaluation of property, plant and equipment		(13 699)	(283 814)
Acquisition of heritage assets		(851 110)	(219 176)
Disposal/(additions) of investment in securities		-	719 247
Net cash flows to/(from) investing activities	14.2	(864 809)	216 257
Cash flows from financing activities			
		-	-
Net cash increase/(decrease) in cash and cash equivalents		(2 202 722)	1 055 614
Cash at the beginning of the year		9 849 087	8 793 473
Cash and cash equivalents at the end of the year	7	7 646 365	9 849 087

Statement of comparison of budget and actual amounts for the year ended 31 March 2023

	2022		Original budget		Adjustments		Final approved budget		Actual		Variance		Note
	R		R		R		R		R		R	%	
Receipts													
Sale of goods and services	188 432		210 000	-	-		210 000		231 682		21 682	10%	24.1
Sale of redundant assets	-		1 000	-	-		1 000		-		(1 000)	-100%	24.2
Interest	51 417		125 000	(63 000)			62 000		4 313		(57 687)	-93%	24.3
Grants from national government	15 421 000		14 956 000	-			14 956 000		14 956 000		-	0%	
DSAC subsidy	12 250 000		12 704 000	-	-		12 704 000		12 704 000		-	0%	
DSAC subsidy baseline increase	1 113 000		1 154 000	-	-		1 154 000		1 154 000		-	0%	
DSAC grant cost of compliance	879 000		912 000	-	-		912 000		912 000		-	0%	
DSAC municipal charges allocation	179 000		186 000	-	-		186 000		186 000		-	0%	
DSAC PESP project	1 000 000		-	-	-		-		-		-	0%	
Grants from local government	212 980		248 000	-	-		248 000		221 049		(26 951)	-11%	
Inxuba Yethemba Municipality	212 980		248 000	-	-		248 000		221 049		(26 951)	-11%	
Sundry income	10 162		33 000	-	-		33 000		4 397		(28 603)	87%	24.4
Donations	27 096		27 000	-	-		27 000		386 098		359 098	-1330%	24.5
Conditional grants utilised	1 676 964		5 250 000	-	-		5 250 000		1 540 527		(3 709 473)	71%	24.6
Services-in-kind: rental	4 974 000		-	-	-		-		4 974 000		4 974 000	-	24.7
Revenue from non-exchange transactions	-		1 731 000	-	-		1 731 000		-		(1 731 000)	100%	24.8
	22 562 051		22 581 000	(63 000)			22 518 000		22 318 067		(199 933)	-1%	

Statement of comparison of budget and actual amounts for the year ended 31 March 2023

Payments	9 293 380	12 460 000	(1 840 000)	10 620 000	10 883 971	(263 971)	-2%	24.9
Compensation of employees								
Salaries and wages	7 728 793	10 161 203	(1 346 603)	8 814 600	9 043 837	(229 237)	-3%	
Social contributions	1 564 587	2 298 797	(493 397)	1 805 400	1 840 134	(34 734)	-2%	
Goods and services	11 076 770	8 982 000	1 777 000	10 759 000	12 443 849	(1 684 849)	-16%	
Inventory for sale	9 260	15 000	-	15 000	14 562	438	3%	
Administrative fees	65 160	79 825	12 000	91 825	109 972	(18 147)	-20%	24.10
Advertising	42 026	157 000	210 000	367 000	342 642	24 358	7%	
Minor assets	3 473	10 000	-	10 000	20 041	(10 041)	-100%	24.11
Audit costs (external)	797 139	200 000	703 226	903 226	850 941	52 285	6%	
Bursaries (employees)	-	20 000	-	20 000	-	20 000	100%	24.12
Catering (internal activities)	45 104	49 000	(7 900)	41 100	113 049	(71 949)	-175%	24.13
Communication	60 647	65 000	-	65 000	63 899	1 101	2%	
Computer services	347 097	228 000	200 000	428 000	771 749	(343 749)	-80%	24.14
Services-in-kind: rental	4 974 000	-	-	-	4 974 000	(4 974 000)	-	
Consultants: business services	983 927	1 162 000	-	1 162 000	1 615 696	(453 696)	-39%	24.15
Legal services	-	5 000	-	5 000	-	5 000	100%	24.16
Contractors	371 015	5 431 500	-	5 431 500	1 121 133	4 310 367	79%	24.17
Agency and outsourced services	210 596	350 000	115 000	465 000	378 897	86 103	19%	24.18
Entertainment	800	4 000	-	4 000	754	3 246	81%	24.19
Fleet services	20 592	23 700	29 300	53 000	48 523	4 477	8%	
Consumables: general supplies	50 660	30 500	100 000	130 500	206 365	(75 865)	-58%	24.20
Consumables: stationery supplies	78 476	86 000	-	86 000	92 127	(6 127)	-7%	24.21
Operating lease expense	120 463	38 000	-	38 000	-	38 000	100%	24.22
Property payments	2 089 266	260 225	501 374	761 599	944 912	(183 313)	-24%	24.23
Transport for internal activities	12 830	40 000	-	40 000	19 717	20 283	51%	24.24
Travel and subsistence	358 601	391 250	(24 000)	367 250	546 660	(179 410)	-49%	24.25
Training and staff development	33 177	70 000	(30 000)	40 000	16 980	23 020	58%	24.26

Statement of comparison of budget and actual amounts for the year ended 31 March 2023

Operating payments	374 676	266 000	(56 000)	210 000	257 959	(47 959)	-23%	24.27
Fair value adjustment:	-	-	-	-	275 762	(275 762)	100%	24.28
immovable heritage assets								
Other expenditure	-	-	-	-	(342 490)	342 490	100%	24.29
Venues and facilities	27 785	-	24 000	24 000	-	24 000	100%	24.30
Special projects	961 734	-	-	-	-	-	-	
PESP project	961 734	-	-	-	-	-	-	-
Transfers to households	193 908	172 000	-	172 000	190 729	(18 729)	-11%	
Post-retirement benefits	193 908	172 000	-	172 000	190 729	(18 729)	-11%	
Depreciation	923 906	967 000	-	967 000	942 562	24 438	3%	
	22 449 698	22 581 000	(63 000)	22 518 000	24 461 113	(1 943 113)	-9%	
Payments for property, plant and equipment and heritage assets								
Computer equipment	278 937	60 000	(59 110)	890	890	-	0%	
Office equipment, conservation equipment and tools	1 153	134 000	(121 391)	12 609	12 609	-	0%	
Library resources	3 724	35 000	(34 800)	200	200	-	0%	
Heritage assets museum collections	10 621	-	3 792	3 792	3 792	-	0%	
TOTAL PAYMENTS	22 744 133	22 810 000	(274 509)	22 535 491	24 478 604	(1 943 113)	-9%	
Total receipts less total payments	(182 082)	(229 000)	211 509	(17 491)	(2 160 537)	(2 143 046)	12 252%	

Notes to the Annual Financial Statements

1.1 Legislation

Amazwi South African Museum of Literature is governed by the Cultural Institutions Act, Act No. 119 of 1998, as amended, and operates under the jurisdiction of a Council appointed by the Minister of Arts and Culture.

1.2 Basis of presentation

The Annual Financial Statements have been prepared on an accrual basis of accounting and are in accordance with the historical cost convention unless specified otherwise. The Annual Financial Statements have been prepared in accordance with Standards of Generally Recognised Accounting Practices (GRAP), as issued by the Accounting Standards Board (ASB), in accordance with Section 91(1) of the Public Finance Management Act, Act No. 1 of 1999.

The Annual Financial Statements are presented in South African Rands.

1.3 Going concern

The Annual Financial Statements have been prepared on a going concern basis.

1.4 Taxation

As from 1 April 2005, the institution was deregistered as a value added tax (VAT) vendor due to changes in the VAT Act, Section 24(1) of Act No. 45 of 2003 and Act No. 32 of 2004.

Amazwi South African Museum of Literature has been exempted from paying income tax.

1.5 Significant judgements and sources of estimation uncertainty

The preparation of Annual Financial Statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates. Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

Significant judgements include:

Trade and other receivables

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

Useful lives of property, plant and equipment

Amazwi determines the estimated useful lives and related depreciation charges for property, plant and equipment. This estimate is based on the condition and use of the individual asset in order to determine the remaining period over which the asset can and will be used.

Heritage assets

Heritage assets are culturally significant resources and are shown at cost and are not depreciated due to the uncertainty regarding their estimated useful lives. The valuation of heritage assets is dependent on the type of the asset and the availability of reliable information. Amazwi makes estimates and assumptions about factors such as the restoration cost, replacement cost and cash flow generating ability in estimating fair value.

Notes to the Annual Financial Statements

1.6. Revenue recognition

1.6.1 Revenue from exchange transactions

Exchange transactions are transactions in which Amazwi receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of cash, goods, services, or use of assets) to another party in exchange.

Measurement

Revenue is recognised on the Statement of Financial Performance when it is probable that future economic benefits will flow to Amazwi and these benefits can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable, net of discounts. The following specific recognition criteria must be met before revenue is recognised:

Sale of goods and rendering of services

Revenue from the sale of goods is recognised when the significant risks or rewards of ownership are transferred to the buyer. Amazwi as a rule does not charge an entry fee, however where services are rendered to another party, fees may be charged dependent on a variety of cost factors.

Interest

Interest earned on investments is recognised in the Statement of Financial Performance on the time-proportionate basis that takes into account the effective yield on the investment.

1.6.2 Revenue from non-exchange transactions

Non-exchange transactions are transactions that are not exchange transactions. In a non-exchange transaction, Amazwi either receives value from another party without directly giving approximately equal value in exchange, or gives value to another party without directly receiving approximately equal value in exchange.

Stipulations on transferred assets are in terms of laws and regulations or a binding arrangement imposed upon the use of a transferred asset by entities external to Amazwi.

Conditions on transferred assets are stipulations that specify that the future economic benefits or service potential embodied in the asset is required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Restrictions on transferred assets are stipulations that limit or direct the purposes for which a transferred asset may be used, but does not specify that future economic benefits or service potential is required to be returned to the transferor if not deployed as specified.

Recognition

An inflow of resources from a non-exchange transaction recognised as an asset is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

As Amazwi satisfies a present obligation, recognised as a liability in respect of an inflow of resources from a non-exchange transaction, recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

Notes to the Annual Financial Statements

Measurement

Revenue from a non-exchange transaction is measured at the amount of the increase in net assets recognised by Amazwi. When, as a result of a non-exchange transaction, Amazwi recognises an asset, it also recognises revenue equivalent to the amount of the asset measured at its fair value as at the date of acquisition, unless it is also required to recognise a liability. Where a liability is required to be recognised it will be measured as the best estimate of the amount required to settle the obligation at the reporting date, and the amount of the increase in net assets, if any, recognised as revenue. When a liability is subsequently reduced or a condition is satisfied, the amount of the reduction in the liability is recognised as revenue.

Gifts and donations, including goods and services in kind

Gifts and donations, including goods in kind, are recognised as assets and revenue when it is probable that the future economic benefits or service potential will flow to Amazwi and the fair value of the assets can be measured reliably. Services in kind are not recognised.

Conditional grants and receipts

Revenue received from conditional grants, donations and funding are recognised as received to the extent that Amazwi has complied with any of the conditions embodied in the agreement. To the extent that the conditions have not been met a liability is recognised. Interest earned on these investments is invested in accordance with the grant conditions. Revenue is recognised when all conditions associated with the contribution have been met or when the property, plant and equipment is brought into use.

Government transfer payments

Government transfer payments are recognised once the income has been received.

1.7 Property, plant and equipment

Initial recognition and measurement

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

Items of property, plant and equipment are recognised as assets when it is probable that future economic benefits or service potential associated with the item will flow to Amazwi and the cost of the item can be measured reliably.

Items of property, plant and equipment are initially recognised as assets on acquisition date and are initially recorded at cost if acquired through exchange transactions.

The cost of an item of property, plant and equipment is the purchase price and other costs directly attributable to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by Amazwi. Trade discounts and rebates are deducted in arriving at the cost at which the asset is recognised. The cost also includes the estimated costs of dismantling and removing the asset and restoring the site on which it is operated.

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

Where an item of property, plant and equipment is acquired in exchange for a non-monetary asset or monetary assets or a combination of monetary and non-monetary assets, the asset acquired is initially measured at cost.



Notes to the Annual Financial Statements

Subsequent measurement

Subsequent to initial recognition, items of property, plant and equipment are measured at cost less accumulated depreciation and impairment losses.

After recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Subsequent expenditure

Where Amazwi replaces parts of an asset, it derecognises the part of the asset being replaced and capitalises the new component.

Subsequent expenditure including major spare parts and servicing equipment qualify as property, plant and equipment if the recognition criteria are met.

Depreciation

Depreciation is calculated on the depreciable amount, using the straight-line method over the estimated useful lives of the assets. Components of assets that are significant in relation to the whole asset and that have different useful lives are depreciated separately. The depreciable amount is determined after taking into account an asset's residual value, where applicable.

The assets' residual values, useful lives and depreciation methods are reviewed at each financial year-end and adjusted prospectively, if appropriate.

Annual depreciation rates are reviewed annually, by management, per class of asset to ensure that any asset is written off over its useful life.

The annual depreciation rates are based on the following estimated useful life of assets:

Motor vehicles	15 years
Electronic and computer equipment	8-10 years
Furniture and fittings	10-12 years
Tools and equipment	8-10 years
Library resources	25 years

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.

Impairments

Amazwi tests for impairment where there is an indication that an asset may be impaired. An assessment of whether there is an indication of possible impairment is done at each reporting date. Where the carrying amount of an item of property, plant and equipment is greater than the estimated recoverable amount (or recoverable service amount), it is written down immediately to its recoverable amount (or recoverable service amount) and an impairment loss is charged to the Statement of Financial Performance.

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.

Notes to the Annual Financial Statements

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.

Derecognition

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

Assets not reflected

The land and buildings are not reflected in the Statement of Financial Position:

The land and buildings are made available to the Amazwi South African Museum of Literature under section 9 of the Cultural Institutions Act. The land and buildings are owned by the Department of Public Works and Infrastructure and are leased to the Amazwi South African Museum of Literature at no consideration. It is the policy of the Amazwi South African Museum of Literature to include the fair value of the rental benefit in the services in-kind item on the face of the Statement of Financial Performance.

1.8 Heritage assets

Heritage assets are assets that have cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely for the benefit of present and future generations.

1.8.1 Recognition

The museum recognises a heritage asset as an asset if it is probable that future economic benefits or service potential associated with the asset will flow to the entity and where cost or fair value of the asset can be reliably measured.

The museum will assess the degree of certainty attached to the flow of future service potential or economic benefits:

- (a) If the entity holds an asset that might be regarded as a heritage asset but which, on initial recognition, does not meet the recognition criteria of heritage assets because of the need to analyse the proposed collection items to determine if they conform to the set collection criteria through evaluation and research.
- (b) For recognition of heritage assets, the asset needs to be controlled by the museum as a result of past events. Such events may include purchase, donation, bequest, loan or transfer.
- (c) The research required to identify, analyse and classify heritage items is often a collaborative effort between local and international experts that span several months, even years. These items cannot be recognised in the Financial Statements but will be recorded and controlled in the register. Relevant and useful information about them shall be disclosed in the Notes to the Financial Statements.

1.8.2 Measurement

The values of assets have been determined using either cost or fair value.

Values have been assigned to the heritage assets which are considered to be appreciating in value, and which values are to be reviewed from time to time. Wherever possible, the appraisers have adopted the discipline of 'open market' principles in determining value, however values derived are largely determined by the skill and experience applied by the appraiser at the date of valuation.



Notes to the Annual Financial Statements

1.8.3 Directive 7: Use of deemed cost for heritage assets upon initial recognition and adoption of a standard

The following terms are used in this Directive with the meanings specified:

Acquisition cost

When an entity initially recognises assets such as items of property, plant and equipment, investment properties, intangible assets and heritage assets using the Standards of GRAP, it measures those assets using either cost (if the asset is acquired in an exchange transaction) or fair value (if the asset is acquired in a non-exchange transaction). This cost or fair value on initial acquisition of an asset is the acquisition cost.

Deemed cost

Deemed cost is a surrogate value for the cost or fair value of an asset at its initial acquisition, and is determined by reference to the fair value of the asset at the date of adopting the Standards of GRAP (measurement date).

Measurement date (for the purposes of this Directive)

Measurement date is the date that an entity adopts the Standards of GRAP and is the beginning of the earliest period for which an entity presents full comparative information in its first Financial Statements prepared using Standards of GRAP.

For the purposes of this Directive, the measurement of assets at fair value on the adoption of the Standards of GRAP, does not constitute:

- (a) a revaluation in accordance with the Standards of GRAP on property, plant and equipment, intangible assets or heritage assets; or
- (b) the application of the fair value model in the Standard of GRAP on investment property, paragraph A4, which states that subsequent depreciation, if applicable, is based on that deemed cost and starts from the measurement date.

1.8.4 Initial entries using deemed cost

When an entity initially measures assets using the deemed cost approach in this Directive, it recognises the effect:

- (a) as an adjustment to the opening balance of accumulated surpluses or deficits in the opening Statement of Financial Position prepared using Standards of GRAP; or
- (b) in revaluation surplus if an entity adopts the revaluation model in the Standards of GRAP on property, plant and equipment, intangible assets or heritage assets.

The museum has adopted the cost model for heritage assets.

Heritage assets shall not be depreciated but the museum shall assess at each reporting date whether there is an indication that an asset may be impaired. If any such indication exists, the entity shall estimate the recoverable amount or the recoverable service amount of the heritage asset.

1.8.5 Valuation of heritage assets

The existence of published price quotations in an active market is the best evidence of fair value, such as the quoted price from recent auctions published in local newspapers, however if the fair value cannot readily be ascertained by reference to quoted prices in an active and liquid market, the fair value of a heritage asset can be determined from market-based evidence arrived at by appraisal. An appraisal of the value of the asset is normally undertaken by a member of the valuation profession, who holds a recognised and relevant professional qualification. The fair value will be ascertained by reference to quoted prices in an active and liquid market (GRAP 103.46).

Notes to the Annual Financial Statements

1.8.6 Valuation of heritage assets

Valuation techniques

Where the fair value of an asset cannot be determined, and where no evidence is available to determine the market value in an active market of a heritage asset, a valuation technique may be used to determine its fair value. Valuation techniques include using recent arm's length market transactions between knowledgeable, willing parties, if available, and reference to the current fair value of other heritage assets that have substantially similar characteristics in similar circumstances and locations, adjusted for any specific differences in circumstances. If there is a valuation technique commonly used by market participants to price such an asset, and that technique has been demonstrated to provide reliable estimates of prices obtained in actual market transactions, the entity may use that technique in determining the fair value (GRAP 103.47).

Inability to value

Where no value can be placed on an item, it will not be recognised, but information should be disclosed about such items and the reason why such items cannot be valued (GRAP 103.17). Where the entity holds an asset that might be regarded as a heritage asset but which, on initial recognition, does not meet the recognition criteria of heritage assets because it cannot be reliably measured, relevant and useful information about it shall be disclosed in the Notes to the Financial Statements. These items are controlled in the asset register.

Valuing an entire collection

In determining the fair value of a collection, the entity has considered where appropriate, whether the entire collection has a higher value than the sum of the values of the individual items making up that collection. Under such circumstances, the carrying value of the entire collection may need to be reassessed when a group of individual heritage assets constitutes a collection. If items are removed from the collection, the value of the collection may also need to be reassessed (GRAP 103.45).

1.8.7

Heritage asset classification

The museum houses a comprehensive collection of resources relating to South African literature in English. Primary resources include authors' manuscripts, printers' proofs, diaries, correspondence, publishers' archives, photographs, posters, play-scripts, theatre programmes and cultural artefacts.

A class of heritage assets is a grouping of heritage assets of a similar nature or function in the museum's operations that is shown as a single item for the purpose of disclosure in the Financial Statements. The museum has recognised the following classes of heritage assets:

- (a) Literary artefacts
- (b) Published works
- (c) 3-Dimensional objects
- (d) Contents of house museum (Schreiner House)

1.8.8 Heritage assets on loan to other institutions

The financial statement shall also disclose information on heritage assets that are borrowed from, or on loan to, other museums.

1.8.9 Retrospective application

Although Amazwi adopted the accounting standard on 1 April 2012, it has taken advantage of the transitional period of three (3) years to fully implement GRAP 103 in terms of Directive 2. The three-year period in which organisations were not required to measure heritage assets for reporting periods beginning on or after a date within three years following the date of initial adoption of the Standard of GRAP on Heritage Assets has ended.



Notes to the Annual Financial Statements

Where organizations have not yet determined the deemed cost of those assets within the scope of Directive 7, they should consider GRAP 3 Accounting Policies, Changes in Accounting Estimates and Errors, and consider whether this change in accounting policy can be applied retrospectively from this date, or whether it is impracticable to do so.

GRAP 3 states that “When it is impracticable to determine the period-specific effects of changing an accounting policy on comparative information for one or more prior periods presented, the organization shall apply the new accounting policy to the carrying amounts of assets and liabilities as at the beginning of the earliest period for which retrospective application is practicable....”

It may be impracticable to determine the deemed cost retrospectively if, for example, the following circumstances exist:

- (a) Relevant data may not have been collected in the prior period and cannot be obtained by alternative means that allows for retrospective application.
- (b) The entity is required to make significant estimates and assumptions about conditions that existed at a point in time in the past and cannot do so objectively without using hindsight.

1.8.10 Impairment

At each reporting date, the entity assesses whether there is an indication that an asset may be impaired. If any such indication exists, the entity shall estimate the recoverable amount or the recoverable service amount of the heritage asset.

1.8.11 Transfers

Transfers from heritage assets are made when, and only when, the particular asset no longer meets the definition of a heritage asset. Transfers to heritage assets are made when, and only when, the particular asset meets the definition of a heritage asset.

1.8.12 De-recognition

The carrying amount of a heritage asset is derecognised:

- (a) on disposal, or
- (b) when no future economic benefits or service potential are expected from its use or disposal.

The gain or loss arising from the de-recognition of a heritage asset is determined as the difference between the net disposal proceeds, if any, and the carrying amount of the heritage asset. Such difference is recognised in surplus or deficit when the heritage asset is derecognised.

1.9 Impairment of non-financial assets

Amazwi assesses at each end of the reporting period whether there is any indication that an asset may be impaired. If any such indication exists, Amazwi estimates the recoverable amount of the asset.

If there is any indication that an asset may be impaired, the recoverable amount is estimated for the individual asset. If it is not possible to estimate the recoverable amount of the individual asset, the recoverable amount of the cash-generating unit to which the asset belongs is determined. The recoverable amount of an asset or a cash-generating unit is the higher of its fair value less costs to sell and its value in use. If the recoverable amount of an asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. That reduction is an impairment loss. An impairment loss of assets carried at cost less any accumulated depreciation or amortisation is recognised immediately in profit or loss. Any impairment loss of a revalued asset is treated as a revaluation decrease.

Notes to the Annual Financial Statements

An impairment loss is recognised for cash-generating units if the recoverable amount of the unit is less than the carrying amount of the units. The impairment loss is allocated to reduce the carrying amount of the assets on a pro rata basis of the carrying amount of each asset in the unit.

Amazwi assesses at each reporting date whether there is any indication that an impairment loss recognised in prior periods may no longer exist or may have decreased. If any such indication exists, the recoverable amounts of those assets are estimated.

1.10 Financial instruments

Financial instruments are recognised when Amazwi 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 subsequently measured 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 Amazwi has transferred substantially all risks and rewards of ownership or when Amazwi 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.

Cash and cash equivalents are measured at amortised cost.

Financial assets

Amazwi classifies its financial assets according to the following categories:

- (a) held to maturity, or
- (b) loans and receivables.

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

- (c) Held-to-maturity investments are financial assets with fixed or determinable payments and fixed maturity, where Amazwi 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.
- (d) 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.

Impairment of financial assets

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:

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.



Notes to the Annual Financial Statements

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 Amazwi 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.

Investments at amortised cost

Investments, which include fixed deposits and short-term deposits invested in registered commercial banks are categorised as financial instruments at amortised cost and are subsequently measured at amortised cost. Where investments have been impaired, the carrying value is adjusted by the impairment loss, which is recognised as an expense in the period that the impairment is identified. On disposal of an investment, the difference between the net disposal proceeds and the carrying amount is charged or credited to the Statement of Financial Performance.

Financial liabilities

Amazwi 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:

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.

1.11 Inventory

Inventory is initially recognised at cost. Inventory is subsequently valued at the lower of cost or net realisable value. The basis of determining cost is the first-in, first-out (FIFO) method.

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

Redundant and slow-moving inventories are identified at year end and written down from cost to net realisable value with regard to their estimated economic or realisable values.

1.12 Employee benefits

Short term employee benefits

Short term employee benefits encompass all those benefits that become payable in the short term, i.e. within a financial year or within 12 months after the financial year. Therefore, short term employee benefits include remuneration, compensated absences and bonuses.

Short term employee benefits are recognised in the Statement of Financial Performance as services that are rendered, except for non-accumulating benefits, which are recognised when the specific event occurs. These short-term employee benefits are measured at their undiscounted costs in the period the employee renders the related service or the specific event occurs.

Post-retirement benefits

Amazwi provides post-retirement medical aid benefits for employees who remain in service up to retirement age, except for employees who joined Amazwi after 31 October 2011, who are not entitled to post-employment medical benefits. These benefits are provided as defined benefit plans.

Notes to the Annual Financial Statements

Defined benefit plans

Amazwi belongs to a defined benefit plan which is a post-employment benefit plan under which Amazwi pays fixed contributions to a separate entity and will have no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employee benefits relating to employee services in the current and prior periods.

1.13 Provisions

Provisions are recognised when Amazwi 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.

1.14 Budget and actual amounts

Entities are typically subject to budgetary limits in the form of appropriations or budget authorisations (or equivalent), which are given effect through authorising legislation, appropriation or similar. General purpose financial reporting by entities shall provide information on whether resources were obtained and used in accordance with the legally adopted budget.

The budget and accounting bases differ. The Financial Statements differ from the budget, which is approved on the cash basis. The Financial Statements are prepared on the accrual basis using a classification on the nature of expenses in the Statement of Financial Performance.

A reconciliation between the actual amounts on a comparable basis is presented in the Statement of Comparison of Budget and Actual Amounts. A reconciliation between the Statement of Financial Performance and the budget has been included in the Notes to the Financial Statements. See note 15.

1.15 Unauthorised expenditure

Unauthorised expenditure is expenditure that has not been budgeted for or expenditure that is not in terms of the conditions of an allocation received from another sphere of government. Unauthorised expenditure is accounted for as an expense in the Statement of Financial Performance and where recovered, it is subsequently accounted for as revenue in the Statement of Financial Performance. Unauthorised expenditure is disclosed in the Notes to the Financial Statements.

1.16 Irregular expenditure

Irregular expenditure is incurred in contravention of, or that is not in accordance with, a requirement of any applicable legislation, including the Public Finance Management Act, Act No.1 of 1999 (as amended), or any regulation made in terms of this Act. Irregular expenditure excludes unauthorised expenditure. Irregular expenditure is disclosed in the Notes to the Financial Statements.

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.

1.17 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. Fruitless and wasteful expenditure is disclosed in the Notes to the Financial Statements.



Notes to the Annual Financial Statements

1.18 Recovery of irregular, fruitless and wasteful expenditure

The recovery of irregular, fruitless and wasteful expenditure is based on legislated procedures, and is recognised when the recovery thereof from the responsible officials is probable. The recovery of irregular, fruitless and wasteful expenditure is treated as other income.

1.19 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.

The Department of Arts and Culture is the controlling entity and has ownership control of Amazwi.

Key management personnel are defined as the Director, Chief Financial Officer and all other managers reporting directly to the Director or as designated by the Director.

1.20 Post balance sheet events

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

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

Amazwi will adjust the amounts recognised in the Financial Statements to reflect adjusting events after the reporting date once the event occurred.

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

1.21 Comparative information

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 Financial Statements.

1.22 Public Finance Management Act, 1999 (Act No. 1 of 1999)

Section 54(2)

In terms of the PFMA and Treasury Regulation 28.1.5 the Council has developed and agreed to a framework of acceptable levels of materiality and significance.

Section 55(2)

No material losses through criminal conduct or fruitless or wasteful expenditure were incurred during the year. Irregular expenditure has been disclosed in Note 17.

Section 55(3)

Council may not accumulate surpluses unless written approval of the National Treasury has been obtained. Approval for the retention of the accumulated surplus as at 31 March 2020 was obtained.

Notes to the Annual Financial Statements

1.23 New and amended standards and interpretations

The following Standards of GRAP became effective for financial periods commencing on or after 1 April 2022:

Formulate an accounting policy using the following pronouncement:

Guideline on Accounting for Landfill Sites: Not applicable

Interpretations of the Standards of GRAP which are not yet effective but where early adoption is encouraged:

IGRAP 21 on The Effect of Past Decisions on Materiality

Encouraged application of pronouncement:

Guideline on The Application of Materiality in Financial Statements

Management has considered all of the above mentioned GRAP standards approved but not yet effective and anticipates that the adoption of these standards will not have a significant impact on the financial position, financial performance and cash flow of the entity.



Notes to the Annual Financial Statements

2 PROPERTY, PLANT AND EQUIPMENT

Year ended 31 March 2022 (2)

	Motor vehicles	Computer equipment	Furniture and fittings	Tools and equipment	Library resources	Audio- visual equipment	Collections' furniture and fittings	Exhibition furniture	Office furniture and fittings	Outdoor furniture and fitting	Total
	R	R	R	R	R	R	R	R	R	R	R
Net carrying amount at 31 March 2021[2]	44 289	324 556	137 370	130 368	209 376	238 840	3 080 834	104 262	985 258	24 988	5 280 140
Cost	208 982 (164 693)	928 715 (604 160)	248 512 (111 142)	272 341 (141 973)	478 263 (268 887)	454 936 (216 096)	5 359 049 (2 278 215)	190 000 (85 738)	1 790 264 (805 006)	49 000 (24 012)	9 980 062 (4 699 922)
Additions - cash	-	278 937	-	1 153	3 724	-	-	-	-	-	283 814
Additions - Right of use asset	-	-	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-	-	-
Transfer to/(from)	-	-	-	-	-	-	-	-	-	-	-
Disposals/scrapped - cost	-	-	-	-	-	-	-	-	-	-	-
Transfers/disposals/scrapped - accumulated depreciation	-	-	-	-	-	-	-	-	-	-	-
Depreciation charge	(9 055)	(94 950)	(20 809)	(29 033)	(19 130)	(45 494)	(509 110)	(18 050)	(169 593)	(4 900)	(920 124)
Net carrying amount at 31 March 2022[2]	35 234	508 542	116 561	102 488	193 970	193 346	2 571 724	86 212	815 665	20 088	4 643 829
Cost	208 982 (173 748)	1207 652 (699 110)	248 512 (131 951)	273 494 (171 006)	481 987 (288 017)	- (261 590)	5 359 049 (2 787 325)	190 000 (103 788)	1 790 264 (974 599)	49 000 (28 912)	10 263 876 (5 620 046)

[2] Some property, plant and equipment still in use has been fully depreciated.

Notes to the Annual Financial Statements

Year ended 31 March 2023 (2)

Net carrying amount at 31 March 2022[2]	35 234	508 542	116 561	102 488	193 970	193 346	2 571 724	86 212	815 665	20 088	4 643 829
Cost	208 982	1 207 652	248 512	273 494	481 987	454 936	5 359 049	190 000	1 790 264	49 000	10 263 876
Accumulated depreciation	(173 748)	(699 110)	(131 951)	(171 006)	(288 017)	(261 590)	(2 787 325)	(103 788)	(974 599)	(28 912)	(5 620 045)
Additions - cash	-	890	-	12 609	200	-	-	-	-	-	13 699
Additions - Right of use asset	-	-	-	-	-	-	-	-	-	-	-
Revaluation	32 722	-	-	-	-	-	-	-	-	-	32 722
Transfer to/(from)	-	-	-	-	-	-	-	-	-	-	-
Disposals/scrapped - cost	-	-	-	-	-	-	-	-	-	-	-
Transfers/disposals/scrapped - accumulated depreciation	-	-	-	-	-	-	-	-	-	-	-
Depreciation charge	(9 055)	(118 998)	(20 861)	(27 222)	(19 279)	(45 494)	(509 110)	(18 049)	(169 594)	(4 900)	(942 562)
Net carrying amount at 31 March 2023[2]	58 901	390 434	95 699	87 875	174 891	147 852	2 062 614	68 163	646 071	15 188	3 747 688
Cost	241 704	1 208 542	248 512	286 103	482 187	454 936	5 359 049	190 000	1 790 264	49 000	10 310 297
Accumulated depreciation	(182 803)	(818 107)	(152 812)	(198 228)	(307 297)	(307 084)	(3 296 435)	(121 837)	(1 144 193)	(33 812)	(6 562 608)

[2] Some property, plant and equipment still in use has been fully depreciated.

Motor vehicles are stated at revalued amount as at 31 March 2023. The value was determined directly by reference to observable prices in an active market by Aon South Africa.

Notes to the Annual Financial Statements

	Cost	Accumulated depreciation	Restated Carrying amount
	R	R	R
Carrying amount at 31 March 2022			
Motor vehicles	208 982	(173 748)	35 234
Electronic and computer equipment	1 207 652	(699 110)	508 542
Furniture and fittings	248 512	(131 951)	116 561
Tools and equipment	273 494	(171 006)	102 488
Library resources	481 987	(288 017)	193 970
Audio-visual equipment	454 936	(261 590)	193 346
Collections' furniture and fittings	5 359 049	(2 787 325)	2 571 724
Exhibition furniture and fittings	190 000	(103 788)	86 212
Office furniture and fittings	1 790 264	(974 599)	815 665
Outdoor furniture and fittings	49 000	(28 912)	20 088
Total	10 263 876	(5 620 045)	4 643 829
Carrying amount at 31 March 2023			
Motor vehicles	241 704	(182 803)	58 900
Electronic and computer equipment	1 208 542	(818 107)	390 434
Furniture and fittings	248 512	(152 812)	95 699
Tools and equipment	286 103	(198 228)	87 875
Library resources	482 187	(307 297)	174 891
Audio-visual equipment	454 936	(307 084)	147 852
Collections' furniture and fittings	5 359 049	(3 296 435)	2 062 614
Exhibition furniture and fittings	190 000	(121 837)	68 163
Office furniture and fittings	1 790 264	(1 144 193)	646 071
Outdoor furniture and fittings	49 000	(33 812)	15 188
Total	10 310 297	(6 562 608)	3 747 687

There are no items of Property, plant and equipment pledged as security.

Repairs and maintenance costs pertaining to Property Plant and Equipment (PPE) for the 2022/23 financial year amounted to R1 240 957.

Notes to the Annual Financial Statements

3 Operating leases

	2023 R	2022 R
Operating leases: printers, analysed as follows:		
Minimum operating lease rentals	82 437	127 403
	<u>82 437</u>	<u>127 403</u>

Amazwi rents printers under a non-cancellable operating lease for 36 months.

Future commitments (including VAT) under non-cancellable operating leases are summarised as follows:

	2023	Within 1 year	2-5 years	Total
Minimum future lease payments		41 719	41 719	83 437

	2022	Within 1 year	2-5 years	Total
Minimum future lease payments		44 966	82 437	127 403

Escalation clause

There is no escalation clause

Notes to the Annual Financial Statements

4 HERITAGE ASSETS

Heritage assets

Moveable heritage assets

Additions

For recognition of heritage assets, the asset needs to be controlled by the museum as a result of past events. Such events may include purchase, donation, bequest, loan or transfer. Additions disclosed in respect of the 2022/23 financial period are items purchased and/or donated.

As a result of the extended lockdown fewer donations were received in the last two years than is usual. It has been the practice to value an entire collection once it has been fully sorted and catalogued. With limited curatorial staff, cataloguing of heritage assets has been slower than usual, resulting in very few of the incoming collections being completed.

Management is of the view that the items will have a nominal value and it is, therefore, not economically viable to have these items valued by professional valuers so these items will be held aside and valued alongside donations received in the 2022/23 financial year.

Loans

Valid and duly authorised loan agreements have been concluded with all entities in accordance with the Amazwi's Heritage Asset Management Policy.

Impairment

At each reporting date, the entity assesses its heritage assets to determine whether there is an indication that they may be impaired. If any such indication exists, the entity shall estimate the recoverable amount or the recoverable service amount of the heritage asset:

- (a) Where acquisitions have been fair valued and assessed, the valuation surplus/loss has been disclosed accordingly.
- (b) Where acquisitions have been assessed with no significant change in fair value for the period under review, they are disclosed at cost or fair value.
- (c) All remaining items valued and disclosed have been assessed and fair valued as at the date of recognition.

Inability to value

Where no value can be placed on an item, it will not be recognised, but information should be disclosed about such items and the reason why such items cannot be valued (GRAP 103.17). Where the museum holds an asset that might be regarded as a heritage asset but which, on initial recognition, does not meet the recognition criteria of heritage assets because it cannot be reliably measured, relevant and useful information about it shall be disclosed in the Notes to the Financial Statements.

Assets not valued and not affecting the Annual Financial Statements

The nature of the museum library collection is diverse in its composition. Some of its collection items meet the definition of a heritage asset and some do not. The museum has identified reference material which is held for the purpose of research and which was not valued as part of the valuation of heritage assets project. These include annual publications, theses, reports etc.

Notes to the Annual Financial Statements

Inability to determine service potential

The museum has assessed the degree of certainty attached to the flow of future service potential or economic benefits. The service potential of the following heritage items are undetermined until they are subjected to evaluation and research to determine if they conform to the set collection criteria. These items cannot be recognised in the Financial Statements, but will be recorded and controlled in the register. The items below include the items verified, but research is still being undertaken to determine what they are, and if the objects meet the recognition criteria of heritage assets:

- During the 2022/23 year 157 new boxes were added to the backlog and 6 boxes of literary artefacts were catalogued, leaving a total backlog at 31 March 2023 of 510 boxes.

Retrospective application

The values for 31 March 2018, which we deem reliable, have been used as 'rolled back' opening balances for 1 April 2016. Based on the valuation policy, it can then in essence be 'rolled forward' as closing balances. Any retrospective adjustment prior to 1 April 2016 was considered impracticable.

Immovable heritage assets

Amazwi owns two properties, both of which are declared heritage sites. Any costs incurred to enhance or restore these assets to preserve their indefinite useful life are capitalised. Subsequent measurement will be at these costs less accumulated impairments.

Schreiner House

The heritage property on erf 3654 in Cradock, Schreiner House, is legally the property of Amazwi. In reality, the museum is a joint operation of Amazwi and Inxuba Yethemba Municipality.

The local municipality contributed to the restoration of the building. The municipality contributes 50% of the curator's salary and a municipal staff member is assigned to Schreiner House in a support capacity. The municipality further contributes through the remission of rates and municipal services. Amazwi does not charge an entrance fee at Schreiner House so there is no direct revenue generated at the property.

Based on an interpretation and implementation of the GRAP 103 standard by Inxuba Yethemba Municipality, the municipality shares control of Schreiner House with Amazwi and should carry a portion on their heritage asset register. The portion of the erf on which the house museum stands was accordingly apportioned to the municipality in 2020/21 for carrying on their asset register and the hall and adjacent property on erf 2701 is accordingly apportioned to Amazwi for carrying on their asset register. The displays and literary artefacts in the museum, including movables, are not affected.

From a control perspective, neither the South African Heritage Resources Agency nor the Eastern Cape Provincial Heritage Resources Authority have any control over the operations and maintenance of the property.

There are no items Heritage assets pledged as security.

There were no repairs and maintenance costs pertaining to heritage assets for the 2022/23 financial year.



Notes to the Annual Financial Statements

Year ended 31 March 2022

Net carrying amount at 31 March 2021

Cost or valuation	1 831 161	39 382	46 243	4 263	54 564 961	56 486 010
Accumulated impairment	-	-	-	-	54 564 961	56 486 010
Additions	208 555	-	7 606	3 015	-	219 176
Transfers out	-	-	-	-	-	-
Valuation - donations	-	-	-	-	-	-

Net carrying amount at 31 March 2022

Cost or valuation	2 039 716	39 382	53 849	7 278	54 564 961	56 705 186
Accumulated impairment	-	-	-	-	-	-

Year ended 31 March 2023

Net carrying amount at 31 March 2022

Cost or valuation	2 039 716	39 382	53 849	7 278	54 564 961	56 705 186
Accumulated impairment	-	-	-	-	-	-
Additions	847 318	177	2 035	1 580	-	851 110
Fair value adjustment	(192 424)	-	-	-	-	(192 424)
Valuation - donations	-	371 798	-	-	-	371 798

Net carrying amount at 31 March 2023

Cost or valuation	2 694 610	411 357	55 884	8 858	54 564 961	57 735 670
Accumulated impairment	-	-	-	-	-	-

The immovable property is stated at revalued amounts as at 31 March 2023. Due to the lack of directly comparable heritage properties that sold locally, the property is valued by application of the "Comparable Sales" method of valuation, based on the most likely assumed alternative use for the properties. The reason this method is used is that the result reflects the realistic market value based on current, local market conditions.

Notes to the Annual Financial Statements

	Cost	Accumulated depreciation	Carrying amount
	R	R	R
Carrying amount at 31 March 2022			
Immovable property	2 039 716	-	2 039 716
Literary artefacts	393 82	-	39 382
Published creative works	538 49	-	53 849
Creative serials	72 78	-	7 278
Literary artefacts	54 564 961	-	54 564 961
Total	56 705 186	-	56 705 186
Carrying amount at 31 March 2023			
Immovable property	2 694 610	-	2 694 610
Literary artefacts	411 357	-	411 357
Published creative works	55 884	-	55 884
Creative serials	8 858	-	8 858
Literary artefacts	54 564 961	-	54 564 961
Total	57 735 670	-	57 735 670



Notes to the Annual Financial Statements

5 INVENTORY

	2023	2022
	R	R
Books and postcards	93 086	150 659
Less: provision for obsolete stock	-	-
	93 086	150 659

The following amounts, related to inventory, were recognised in the Statement of Financial Performance during the year:

Cost of inventory sold and written off and included in cost of sales	72 135	15 906
--	---------------	---------------

There are no items of Inventory pledged as security.

6 TRADE AND OTHER RECEIVABLES

	2023	Restated 2022
	R	R
Trade receivables	267 443	263 846
Sundry debtors	601 296	664 936
Fuel Deposit	20 000	20 000
Less: provision for impairments	-	-
	888 739	948 782

Trade receivables: ageing

Current	79 508	69 602
30 days	2 976	400
60 days and more	184 959	193 844
	267 443	263 846

Provision for impairments

Opening balance	-	-
Contribution (to)/reversal of provision	-	-
Closing balance	-	-

The fair value of trade and other receivables approximates their carrying value. The credit quality of the trade debtors is fair.

Notes to the Annual Financial Statements

7 CASH AND CASH EQUIVALENTS

Amazwi operates a current account with the Standard Bank of South Africa with no overdraft facility. The details are as follows:

Bank:	Standard Bank of South Africa
Account number:	82 000 956
Branch:	Makhanda
Branch code:	05 09 17

Amazwi operates a call account with the Standard Bank of South Africa. The details are as follows:

Bank:	Standard Bank of South Africa
Account number:	88 803 244
Branch:	Makhanda
Branch code:	05 09 17

	2023 R	2022 R
Cash book balance at bank at beginning of the year	4 251 638	2 917 055
Cash book balance on hand at beginning of the year	9 405	9 400
Cash book balance on call account at beginning of the year	70 410	532 886
Cash book balance on money market fund at beginning of the year	5 517 634	5 334 133
	9 849 087	8 793 473
Cash book balance at bank at end of the year	3 875 012	4 251 638
Cash book balance on hand at end of the year	9 602	9 405
Cash book balance on call account at end of the year	70 410	70 410
Cash book balance on money market fund at end of the year	3 691 341	5 517 634
	7 646 365	9 849 087

Total bank balances and cash included in the Cash Flow Statement comprise the following Statement of Financial Position amounts

Cash book balances and cash at end of the year	7 646 365	9 849 087
Cash book balances and cash as previously reported	(9 849 087)	(8 793 473)
Bank balances and cash movement	(2 202 721)	1 055 614

Accounts making up the Cash book balances

Standard bank current account	3 901 278	4 285 070
Stanlib	70 410	70 410
Standard bank call accounts	3 691 341	5 517 634
Standard bank credit card	(26 266)	(46 827)
Petty cash	9 002	8 805
Deposit	600	600
Standard Bank PSEP	-	13 395
Cash book balances and cash at end of the year	7 646 365	9 849 087

Notes to the Annual Financial Statements

8	REVENUE	2023	Restated 2022
		R	R
	Non-exchange activities	22 077 674	22 312 040
	Department of Sports, Arts and Culture: State subsidy	14 770 000	14 242 000
	Department of Sports, Arts and Culture: payment of municipal services	186 000	179 000
	Conditional grants' funds utilised	1 540 527	1 676 964
	Department of Sports, Arts and Culture: special allocation: PSEP Funding	-	1 000 000
	Inxuba Yethemba Municipality	221 049	212 980
	Services-in-kind: Department of Public Works and Infrastructure - rental	4 974 000	4 974 000
	Donations	386 098	27 096
	Exchange activities	231 683	188 432
	Research services	31 172	14 494
	Educational services	1 658	4 395
	Royalties and permission rights	118 813	81 516
	Facilities hire	51 948	53 175
	Bookshop sales	28 092	34 852
		22 309 357	22 500 472

Services-in-kind: Department of Public Works and Infrastructure - rental

The land and buildings are made available to the Amazwi South African Museum of Literature under section 9 of the Cultural Institutions Act. The land and buildings are owned by the Department of Public Works and Infrastructure and are leased to the Amazwi South African Museum of Literature at no consideration. It is the policy of the Amazwi South African Museum of Literature to include the fair value of the rental benefit in the services in-kind item on the face of the Statement of Financial Performance.

9	OTHER INCOME	2023	2022
		R	R
	Sundry income	4 397	10 162
		4 397	10 162

Notes to the Annual Financial Statements

10 EXPENDITURE

	2023	Restated 2022
	R	R
Administration expenses	12 708 997	11 736 721
Agency and support/outsourced services	497 293	398 168
Audit costs	850 941	797 139
Board costs	1 256 157	754 561
Consultants - other	632 284	486 259
Operating lease expense	-	7 494
Repairs and maintenance	1 240 957	1 392 708
Service-in-kind: Department of Public Works and Infrastructure - rental	4 974 000	4 974 000
Travel and subsistence	329 360	135 518
PSEP expenditure	-	961 734
Other	2 928 005	1 829 141
Bookshop costs	72 135	15 906
Opening inventories	150 659	157 305
Purchases	14 562	9 260
Add back closing inventories	(93 086)	(150 659)
Depreciation	942 562	920 124
Compensation of employees	10 883 971	9 293 380
Basic salaries	7 890 344	6 852 975
Bonuses	598 555	529 350
Housing allowances	193 950	189 714
Cellphone and other allowances	269 401	20 390
Long service and other awards	-	32 973
Overtime	50 041	51 141
Pension fund contributions	1 126 393	958 364
Medical aid contributions	638 907	538 403
Other employer contributions	74 835	67 820
Students and casuals	30 444	23 176
Leave payouts	11 101	29 074
Post-retirement benefits paid	190 729	193 908
Finance costs	507 000	544 000
Fair value adjustment: immoveable assets heritage asset	275 762	
Actuarial loss in provision for post-retirement medical benefits	(1 057 000)	(323 000)
Leave pay (reversal)/accrual	(63 043)	68 659
	24 461 113	22 449 698

Notes to the Annual Financial Statements

11 Revaluation reserve

Revaluation reserve was created as a result of the valuation of heritage assets to comply with GRAP 103 and other property, plant and equipment.

	2023	2022
	R	R
Opening balances	52 142 210	52 142 210
Immovable Heritage Property Revaluation	83 338	-
Motor Vehicle revaluation	32 722	-
Closing balance	52 258 270	52 142 210

Notes to the Annual Financial Statements

12 PROVISION FOR POST-RETIREMENT MEDICAL BENEFITS

	2023	2022
	R	R
Opening balances: beginning of year 1 April	4 823 000	4 602 000
Provision for post-retirement medical benefits	4 823 000	4 602 000
Additional provisions and (adjustments)	(550 000)	221 000
Provision for post-retirement medical benefits	(550 000)	221 000
Closing balances: end of year 31 March	4 273 000	4 823 000
Provision for post-retirement medical benefits	4 273 000	4 823 000

The provision for post-retirement medical benefits has been created in line with the accounting policy GRAP 25 and is based on an actuarial valuation carried out in 2023.

According to the rules of the medical aid fund with which Amazwi is associated, a member, on retirement, is entitled to remain a continued member of the medical aid fund. Amazwi will continue to contribute two-thirds towards the medical aid membership fees of its existing retirees and all staff employed before 31 October 2011. Staff employed after this date will not be entitled to the two-thirds subsidy.

The most recent actuarial valuation of the present value of the unfunded defined benefit obligation was carried out as at 31 March 2023 by 3ONE Consulting Actuaries.

The present value of the defined benefit 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:

	2023	2022
In-service members (employees)	11	12
Continuation members (retirees, widows and orphans)	7	6
Total	18	18

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

	2023	2022
	R	R
In-service members	2 055 000	2 720 000
Continuation members	2 218 000	2 103 000
Total liability	4 273 000	4 823 000

Amazwi makes monthly contributions for health care arrangements to the following medical aid scheme: Rhodes University Medical Aid Scheme.

The current service cost for the year ending 31 March 2023 is estimated to be R232 000 (2022: R193 908) whereas the interest cost for the ensuing year is estimated to be R507 000.

Notes to the Annual Financial Statements

The principal assumptions used for the purposes of the actuarial valuations were as follows:

	2023	2022
(i) Rate of interest		
Discount rate	Yield curve	Yield curve
Health care cost inflation rate	CPI+2%	CPI+2%
Expected retirement age – females	65	65
Expected retirement age – males	65	65

(ii) Mortality rates	
Pre-retirement	SA 85-90
Post-retirement	PA (90)

(iii) Normal retirement age

The normal retirement age for employees of the museum was assumed to be 65 years.

Present value of fund obligations	4 273 000	4 823 000
Fair value of plan assets	-	-
	4 273 000	4 823 000

	2023 R	2022 R
Unrecognised past service cost		
Unrecognised actuarial gains/(losses)		
Present value of unfunded obligations	4 273 000	4 823 000
Net liability	4 273 000	4 823 000

	2023 R	2022 R
The movement in the defined benefit obligation over the year is as follows:		
Balance at beginning of year	4 823 000	4 602 000
Recognised past service cost		
Current service cost – included under employee related costs	107 000	122 000
Interest cost – included under finance costs	507 000	544 000
Benefits paid – included under employee related costs	(232 000)	(122 000)
Actuarial (gain)/loss on the obligation	(932 000)	(323 000)
Balance at end of year	4 273 000	4 823 000

The effect of a 1% movement in the assumed rate of health care cost inflation is as follows:

Increase		
Effect on the current cost and the interest cost	573 000	573 000
Effect on the defined benefit obligation	4 815 000	5 434 000
Decrease		
Effect on the current cost and the interest cost	(451 000)	(452 000)
Effect on the defined benefit obligation	3 816 000	4 311 000

Notes to the Annual Financial Statements

13 TRADE AND OTHER PAYABLES

	2023 R	Restated 2022 R
13.1 Trade and other payables		
Sundry creditors – accruals	1 188 688	91 091
Public Works and Infrastructure: Municipal Charges	1 792 337	1 792 337
Backpay accrual - salaries and staff benefits	602 203	-
Leave pay accrual	287 340	350 383
	3 870 568	2 233 811

Management of Amazwi is of the opinion that the carrying value of trade payables approximates their fair values.

Public Works and Infrastructure: Municipal Charges

In March 2023, the Department of Public Works and Infrastructure tendered a Recovery of Municipal Services letter to recover Municipal Charges paid on behalf of Amazwi Museum for the period 1 April 2019 to 31 March 2022. The total amount being recovered is R1 798 337 which includes, R1 151 758 for the years prior to 2022 for Municipal Charges and a 5% management fee. The 2022 charge was R640 579.

Leave pay accrual

The leave pay accrual relates to Amazwi's estimated liabilities arising as a result of services rendered by employees. This accrual represents the total number of days of capped leave due to employees 54 years and older plus the balance of current leave for all employees on 31 March 2023 calculated at the current salary rates.

13.2 Unspent conditional receipts

DSAC capital works allocation (Schreiner House Development)	3 622 657	4 082 523
DSAC capital works allocation (25A Worcester Street Maintenance)	-	785 902
	3 622 657	4 868 425

Progress on the Schreiner House project has been slow due to delays in the procurement process during the year. Phase 1 construction will commence in the first quarter of 2023/24.

Notes to the Annual Financial Statements

14 RECONCILIATION OF SURPLUS TO CASH UTILISED IN/GENERATED FROM OPERATIONS

	2023 R	Restated 2022 R
Cash flows from operating activities		
(Deficit)/surplus for the year	(2 143 046)	112 353
Adjusted for:		
Increase/(decrease) in provisions	(550 000)	221 000
Interest received	(4 313)	(51 417)
Interest received - capitalised to unspent conditional receipts	(294 759)	(183 501)
Depreciation	942 562	920 124
Impairment immoveable assets	275 764	
Donations heritage assets	(371 798)	-
Operating cash flows before working capital changes	(2 145 590)	1 018 559
Changes in working capital		
(Increase)/decrease in inventories	57 573	6 646
Decrease/(increase) in trade and other receivables	60 043	(627 750)
Increase/(decrease) in trade and other payables	1 636 757	(508 431)
Increase/(decrease) in unspent funding	(1 245 768)	(493 463)
	508 605	(1 622 998)
14.1 Cash (Utilised)/generated by operations	(1 636 985)	(604 439)
Cash flows from investing activities		
Acquisition of property, plant and equipment	(13 699)	(283 814)
Acquisition of heritage assets	(851 110)	(219 176)
Disposal/(additions) of investment in securities	-	719 247
14.2 Net cash flows (from)/to investing activities	(864 809)	216 257

Notes to the Annual Financial Statements

15 RECONCILIATION OF ORIGINAL/ADJUSTED BUDGET AND ACTUAL EXPENDITURE

The approved budget covers the period from 1 April 2022 to 31 March 2023. The budget is approved by functional or programme classification in line with Amazwi's strategic objectives. The Financial Statements and budget documents are prepared for the same period.

	Operating	Financing	Investing	Total
Actual amount on comparable basis as presented in the budget and actual comparative statement	(2 160 537)	-	-	(2 160 537)
Basis difference	822 624	-	(864 809)	(42 185)
Actual amount in the cash flow statement	(1 337 913)	-	(864 809)	(2 202 722)

16 IRREGULAR EXPENDITURE

	2023	2022
	R	R
Irregular expenditure current year	-	1 638 865
	<u>-</u>	<u>1 638 865</u>

The irregular expenditure incurred in 2022 was a result of supply chain weaknesses. Each instance was thoroughly investigated, and remedial systems implemented. In the letter dated 24 July 2023, the National Treasury did not approve the application for the condonation of irregular expenditure incurred in 2022. National Treasury referred the matter back to Amazwi management to seek Council approval for removing the amount.

17 FRUITLESS AND WASTEFUL EXPENDITURE

	2023	2022
	R	R
Fruitless and wasteful expenditure previous year, discovered in current year	-	41 956
	<u>-</u>	<u>41 956</u>

The fruitless and wasteful expenditure related to a historic amount owing to SARS, this was investigated, and remedial systems implemented, this fruitless and wasteful expenditure was written off by Council.

Notes to the Annual Financial Statements

18 RELATED PARTY

Relationships

The Department of Sport, Arts and Culture is Amazwi's controlling department and the main funders of the museum.

	2023 R	2022 R
DSAC: Subsidy	14 770 000	14 242 000
DSAC: Utilities	186 000	179 000
DSAC: Presidential Employment Stimulus Programme	-	1 000 000
DSAC: Schreiner House development	-	1 000 000
	<u>14 956 000</u>	<u>16 421 000</u>
DSAC: Presidential Employment Stimulus Programme	-	13 395
DSAC: Schreiner House development	3 622 657	4 082 523
DSAC: 25A Worcester Street maintenance project	-	785 902
	<u>3 622 657</u>	<u>4 881 820</u>

Notes to the Annual Financial Statements

19 REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS AND SENIOR MANAGEMENT

	2023	2022
	R	R
Council members' remuneration	735 402	429 133
Management remuneration	3 343 560	2 795 777
	<u>4 078 962</u>	<u>3 224 910</u>

19.1 REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS

	2023	2022
	R	R
Members from 1 December 2020		
Dr L. Masuku (Chair)	86 555	65 379
Dr W. Langeveldt (Deputy Chair until September 2022, Council Member until 13 January 2023)	38 991	46 730
Mr M.S. Dithake	116 805	47 046
Ms H. Erdmann	83 747	52 260
Members from 18 June 2021		
Ms N. Jansen	-	-
Mr K. Gontse (Deputy Chair w.e.f. October 2022)	149 347	43 550
Mr T. Lungile	-	-
Mr J. Matlou	-	8 710
Ms L. Mvanana	101 076	76 648
Dr N. Rasana	158 882	94 048
	<u>735 402</u>	<u>429 133</u>

19.2 SENIOR MANAGEMENT

The following key managers of the museum held positions in the entity where they may have had significant influence over the financial or operating policies of the museum as follows:

Director, Ms Beverley Thomas	1 332 501	1 000 315
Basic salary	999 376	780 885
Service bonus	83 281	65 074
Housing allowance	69 997	9 000
Pension fund contribution	149 906	117 133
Medical aid contribution	24 481	23 561
Other employer contributions	5 460	4 662

Chief Financial Officer, Mr Musawakhe Mazibuko,
from 1 December 2022

	352 053	-
Basic salary	264 000	-
Service bonus	22 000	-
Housing allowance	10 685	-
Pension fund contribution	39 600	-
Medical aid contribution	14 169	-
Other employer contributions	1 599	-

Notes to the Annual Financial Statements

Chief Financial Officer, Mr Itayi Daringo, until 30 April 2022	83 066	575 166
Basic salary	66 000	462 850
Service bonus	5 500	12 383
Housing allowance	750	6 750
Pension fund contribution	8 097	69 427
Medical aid contribution	2 360	20 761
Other employer contributions	360	2 995
Manager: Curatorial Division, Ms Crystal Warren	787 969	610 148
Basic salary	590 977	465 362
Service bonus	49 248	38 780
Housing allowance	30 480	9 000
Pension fund contribution	88 647	69 804
Medical aid contribution	24 481	23 561
Other employer contributions	4 137	3 641
Manager: Education and Public Programmes Division, Mr Zongezile Matshoba	787 969	610 148
Basic salary	59 097	465 362
Service bonus	49 248	38 780
Housing allowance	30 480	9 000
Pension fund contribution	88 647	69 804
Medical aid contribution	24 481	23 561
Other employer contributions	4 137	3 641
	3 343 560	2 795 777

No related party transactions were entered into with any of the above managers.

20 COMMITMENTS

	2023 R	2022 R
Authorised capital expenditure		
Schreiner House: Phase 1 Construction	3 622 657	-
Approved and contracted		
Schreiner House: Occupational Health and Safety	139 794	-
Schreiner House: Consolidation and zoning	93 415	-
Operating commitment		
Operating lease	82 437	127 403

21 EVENTS AFTER REPORTING DATE

There were no subsequent events after the balance sheet date.

Notes to the Annual Financial Statements

22 FINANCIAL RISK MANAGEMENT

Amazwi's activities expose it to a variety of financial risks: market risk (including currency risk, fair value interest rate risk, cash flow interest rate risk and price risk), credit risk and liquidity risk.

Amazwi has developed a comprehensive risk strategy in terms of Treasury Regulation 28.1 in order to monitor and control these risks. The risk management process relating to each of these risks is discussed below:

Liquidity risk

Amazwi manages liquidity risk through proper management of working capital, capital expenditure and actual forecast cash flows and its cash management policy. Adequate reserves and liquid resources are also maintained.

Interest rate risk

As Amazwi has no significant interest-bearing assets, its income and operating cash flows are substantially independent of changes in market interest rates.

Credit risk

Credit risk consists mainly of cash deposits, cash equivalents and trade receivables. Amazwi only deposits cash with major banks with high quality credit standing and limits exposure to any one counter-party.

Trade receivables are not material. Management evaluated credit risk relating to customers on an ongoing basis. If customers are independently rated, these ratings are used. Otherwise, if there is no independent rating, risk control assesses the credit quality of the customer, taking into account its financial position, past experience and other factors. Individual risk limits are set based on internal or external ratings in accordance with limits set by the Council of Amazwi. The utilisation of credit limits is regularly monitored.

Foreign exchange risk

Amazwi does not have foreign currency exposure.

22.1 ACCOUNTING CLASSIFICATION OF FINANCIAL INSTRUMENTS

	Note	2023 R	2022 R
Financial assets not measured at fair value			
Trade and other receivables	6	888 739	948 782
Cash and cash equivalents	7	7 646 365	9 849 087
		<u>8 535 104</u>	<u>10 797 868</u>
Financial liabilities not measured at fair value			
Trade and other payables	13.1	2 981 025	1 883 428

Notes to the Annual Financial Statements

23.1 CORRECTION OF ERROR

In March 2023, the Department of Public Works and Infrastructure Tendered a Recovery of Municipal Services letter to recover Municipal Charges paid on behalf of Amazwi Museum for the period 1 April 2019 to 31 March 2022. The total amount being recovered is R1 798 337 which includes, R1 151 758 for the years prior to 2022 for Municipal Charges and a 5% management fee. The 2022 charge was R640 579. The effect is as follows:

	Note	2022
Decrease in revenue by - Municipal Charges - Department of Public Works and Infrastructure	13.1	610 075
Expenses increased by - Management Fee - Department of Public Works and Infrastructure		30 504
Decrease in surplus / (deficit) for the year		640 579
Trade and other payables increased by		1 792 337
Accumulated funds at 31 March 2021 decreased by		(1 151 758)

23.2 During the 2022 financial year the Museum ordered and paid for assets from the National Arts Festival Grahamstown NPC. The amount paid was incorrectly expensed and should have been accounted for as a prepayment.

The effect of the correction is:	6	2022
Decrease in expenses		(432 859)
- Repairs and maintenance		(230 071)
- Other expenditure		(202 788)
(Decrease) in (deficit) for the year		(432 859)
Increase in Trade and Other Receivables		432 859

Notes to the Annual Financial Statements

24 EXPLANATION BETWEEN FINAL BUDGET AND ACTUAL AMOUNTS

Explanations for significant variances between the final budget and actual amounts incurred are:

Receipts

- 24.1 Higher than expected revenue from research services and royalties revenue streams.
- 24.2 No sale of redundant assets during the period under review.
- 24.3 During the period under review, in line with the DSAC Infrastructure Framework, two accounts holding funds for infrastructure were consolidated into one, the interest earned has been capitalised.
- 24.4 Revenue received from this line item was significantly below the expected amount.
- 24.5 This is attributable to value of collections /artefacts received.
- 24.6 The main contributor for the underspending are delays in the implementation of the Schreiner House Renovations and Refurbishment Project. The tender process issued in September 2022 for construction works proved to be unresponsive. The tender was re-issued in February 2023 and as at the end of March 2023 was under the evaluation process, it is envisaged that the Contractor will commence construction work on site in May 2023. The expenditure to date represent the professional services fees paid (architectural designs, quantity surveying and project management fees).
- 24.7 The amount represent the fair value of the rental benefit (services in-kind) received from the Department of Public Works and Infrastructure. This amount was not included in the original budget.
- 24.8 The amount represent the utilisation of the approved prior year retention of surplus funds that was set aside for the acquisition of the collection material and other core function expenditure. However, the Museum did not utilise these funds during the period under review.

Payments

- 24.9 The Amazwi Museum implemented a New Salary Grading System in order to benchmark the Amazwi Museum salary grades with the market related salary grades. The New Salary Grading System for Amazwi staff members had been processed by various structures of Council since the prior years until approved for implementation effective 1 April 2022.
- 24.10 The over spending is attributable to the higher than budgeted bank charges and card fees.
- 24.11 The over spending is attributable to minor equipment and tools for exhibitions and administration departments.
- 24.12 No staff bursaries were awarded during the period under review.
- 24.13 The over expenditure is attributable to increased catering expenditure due to higher than expected number of learners participating in educational programmes as well as the increase in the number of events held such as conferences, etc.



Notes to the Annual Financial Statements

- 24.14 The main contributor to the over expenditure of this item are licence and maintenance fees for the Vernon Collection Management System which are impacted by the foreign exchange rates.
- 24.15 There was a notable increase in the remuneration of Council and Audit and Risk Committee members due to the increase in the number of meetings and other engagements held during the period under review. Consequently, the Council Secretariat costs also increased during the period.
- 24.16 No legal fees were paid during the period.
- 24.17 As reported in 24,6 above, there were delays in the implementation of the Olive Schreiner House Renovations and Refurbishment Project, as a result, there was a notable under expenditure on this item.
- 24.18 The outsourced internal audit function was not fully effective for the whole year, the Museum appointed the service provider in December 2022, as a result, the new firm only performed internal audit work in the fourth quarter of the year, consequently the internal audit budget was under spent.
- 24.19 The entertainment budget reprioritised during the period under review.
- 24.20 The over expenditure is attributable to the cost of fuel for the back-up generator.
- 24.21 The over expenditure is attributable to the conservation materials purchased for the up keep of the collection. This expenditure was motivated for under the utilisation of the previous year's surplus.
- 24.22 The over expenditure is mainly attributable to the Municipal Charges item following the resolution of a dispute regarding the Amazwi Building at Department of Public Works and Infrastructure level. The amount due is for the period April 2019 to March 2022 (R1, 792 million) which has been accounted as a correction of prior period error. The amount due to the Makana Municipality for the period April 2022 to March 2023 (R878, 805).
- 24.23 The need for transport in relation to the Museum's education and public programmes was less than anticipated, as a result, savings were recorded.
- 24.24 The over expenditure is mainly attributable to the air-travel and accommodation for Council members and staff, noting that the increase in the number of meetings and other engagements during the period under review.
- 24.25 The opportunity for training was not utilised by all staff resulting in the under expenditure.
- 24.26 The over expenditure is attributable to staff relocation costs.
- 24.27 The fair value adjustment is a result of a decrease in valuation of the Schreiner House property (immovable heritage asset) as at 31 March 2023.
- 24.28 The amount includes items such as the finance cost and actuarial loss in relation to the post retirement medical benefits, bad debts written off, leave accrual reversal and inventory.
- 24.29 The Museum did not hire any venue or facilities during the period under review.

Materiality and significance framework

In terms of the Public Finance Management Act and National Treasury Regulation 29.1.1 (f), the Council of Amazwi South African Museum of Literature must develop and agree to a framework of acceptable levels of materiality and significance.

Section of PFMA	Description of materiality and significance	Levels of materiality and significance
55 (2)	The Annual Report and Financial Statements must include particulars of:	
	(a) any material losses through criminal conduct and any irregular expenditure and fruitless and wasteful expenditure that occurred during the financial year;	All instances will be included in the Accounting Authority's Annual Report – amount greater than 1% of the total value of assets per audited financial statements.
	(b) any criminal or disciplinary steps taken as a consequence of such losses or irregular expenditure or fruitless and wasteful expenditure;	All instances will be included in the Accounting Authority's Annual Report.
	(c) any losses recovered or written off; and	All instances will be included in the Accounting Authority's Annual Report – amount greater than 1% of the total value of assets per audited Financial Statements.
	(d) any financial assistance received from the state and commitments made by the state on the Accounting Authority's behalf.	All instances will be included in the Accounting Authority's Annual Report.
54 (2)	Before a public entity concludes any of the following transactions, the Accounting Authority for the entity must promptly and in writing inform the relevant treasury of the transaction and submit relevant particulars of the transaction to its Executive Authority for approval of the transaction:	
	(a) establishment or participation in the establishment of a company;	Each and every instance.
	(b) participation in a significant partnership, trust, unincorporated joint venture or similar arrangement;	Each and every instance.
	(c) acquisition or disposal of a significant shareholding in a company;	Each and every instance.
	(d) acquisition or disposal of a significant asset;	Above R500 000.
	(e) commencement or cessation of a significant business activity;	Each and every instance.
	(f) a significant change in the nature or extent of its interest in a significant partnership, trust, unincorporated joint venture or similar arrangement.	Each and every instance.



Notes

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Notes

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.

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