

**OFFICE OF THE PREMIER  
VOTE 1**

**NOTES TO THE ANNUAL FINANCIAL STATEMENTS  
for the year ended 31 March 2004**

**1. Annual Appropriation**

Included are funds appropriated in terms of the Appropriation Act for the National Departments (voted funds) and Provincial Departments (Equitable Shares):

<b>Programmes</b>	<b>Total Appropriation 2003/04 R'000</b>	<b>Actual Appropriation received R'000</b>	<b>Variance over/ (under)</b>	<b>Total Appropriation 2003/04 R'000</b>	<b>Total Appropriation 2002/03 R'000</b>
Management Services	52,189	52,189	-	52,189	39,292
Communication Services	7,604	7,604	-	7,604	7,669
Legal Advisory Services	2,346	2,346	-	2,346	2,133
Internal Audit	6,483	6,483	-	6,483	7,229
Executive Support Services	4,550	4,550	-	4,550	4,336
Macro Policy and Strategy	6,441	6,441	-	6,441	6,343
Transformation Services	33,625	33,625	-	33,625	33,344
<b>Total</b>	<b>113,238</b>	<b>113,238</b>	<b>-</b>	<b>113,238</b>	<b>100,346</b>

**1.2 Conditional grants**

Total grants received	Annexure 1A	-	100
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**2. Statutory appropriation**

Voted funds received (Premier's Salary)		664	645
		<b>664</b>	<b>645</b>

**3. Other revenue to be surrendered to the revenue fund**

<b>Description</b>			
Cheques written back/stale cheques	8		75
Proceeds from sale of equipment	-		33
Interest received	310		807
Rent: Official Housing	24		60
Adverts: Provincial Gazettes	402		1,378
Commission	51		47
Debt recoveries	157		545
Total revenue paid to revenue fund	(772)		(2,604)
	<b>180</b>		<b>341</b>

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	2003/04 R'000	2002/03 R'000
<b>4. Personnel</b>		
<b>4.1 Current expenditure</b>		
Appropriation to Executive and Legislature	664	645
Basic salary costs	40,552	37,023
Pension contributions	5,693	4,707
Medical aid contributions	2,931	2,576
Other salary related costs	12,950	8,59
<b>Total Personnel Costs</b>	<b>62,790</b>	<b>53,810</b>
Average number of employees	<b>409</b>	<b>332</b>

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	2003/04 R'000	2002/03 R'000
<b>5. Inventories</b>		
<b>5.1 Current expenditure</b>		
<b>Inventories purchased during the year</b>		
Books/Magazines/Publications	131	250
Computer software	66	508
Printing	1,312	1,434
Provisions and refreshments	2,087	2,833
Stationery	669	789
Technical supplies	60	-
Uniform	43	67
<b>Total cost of inventories</b>	<b>4,368</b>	<b>5,881</b>
<b>5.2 Inventories on hand at year end</b>	<b>Costing method used</b>	
Stores	FIFO	191
		3,213
		<b>3,213</b>
		<b>191</b>
<b>The value of inventory on hand disclosed is for all stores</b>		
<b>6. Machinery and equipment</b>		
Current (Rentals, maintenance and sundry)		3,760
Capital	6.1	10,212
<b>Total current and capital expenditure</b>		<b>13,972</b>
<b>6.1 Capital machinery and equipment analysed as follows:</b>		
Computer equipment		1,600
Furniture and office equipment		-
Other machinery and equipment		428
Government vehicles		8,184
		<b>2,851</b>
		<b>10,212</b>
<b>7. Land and buildings</b>		
Rental		180
<b>Total current expenditure</b>		<b>180</b>

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	2003/04 R'000	2002/03 R'000
<b>8. Professional and special services</b>		
<b>8.1 Current expenditure</b>		
Auditors' remuneration		
Regulatory	778	735
Consultants and advisory services	2,239	1,723
Commissions and committees	741	398
Printing and reproduction	.477	377
Security services	1,025	1,765
Special publicity services	8,579	-
<b>Total Professional and special services</b>	<b>13,839</b>	<b>4,998</b>
<b>9. Transfer payments</b>		
9.1 Transfer to Traditional Authorities	Annexure 1B 1,039	1,100
	<b>1,039</b>	<b>1,100</b>
<b>Analysis of transfer payments</b>		
Capital	-	-
Current	1,039	1,100
	<b>1,039</b>	<b>1,100</b>
<b>10. Miscellaneous</b>		
<b>10.1 Current expenditure</b>		
Remissions, refunds and payments made as an act of grace	10.2 62	3
Gifts, donations and sponsorships	10.3 24	25
Special Government Functions		
Youth Day	1,658	
Women's Day	462	
Premier's Service Excellence Awards	1,113	
Moral Regeneration Movement	328	
ID Campaign	1,146	
<b>Total miscellaneous expenditure</b>	<b>4,793</b>	<b>28</b>

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	2003/04 R'000	2002/03 R'000
<b>10.2 Remissions, refunds and payments made as an act of grace</b>		
Injury on duty	12	3
Relief of distress, disasters	50	-
	<b>62</b>	<b>3</b>
	<b>62</b>	<b>3</b>
 <b>10.3 Gifts, donations and sponsorships paid in cash by the Office</b>		
<b>Current</b>		
Gifts to Chinese delegates	2	-
Gifts for judges - Premier's Service Excellence Awards	2	-
Gifts for German delegates	1	-
Gifts for Canadian delegates	-	5
Gifts at Disability ceremony	19	10
Donation: South African Golfers	-	10
	<b>24</b>	<b>25</b>
	<b>24</b>	<b>25</b>
 <b>10.4 Gifts, donations and sponsorships made in kind</b>		
<b>Current</b>		
Gifts for Australian delegates	-	2
Gifts for Canadian delegates	-	4
Gifts for Chinese delegates	-	5
Gifts for delegation to Canada	-	1
	<b>-</b>	<b>12</b>
	<b>-</b>	<b>12</b>
 <b>11. Unauthorised and fruitless and wasteful expenditure disallowed</b>		
Unauthorised expenditure	11.2 2,792	1,178
	<b>2,792</b>	<b>1,178</b>
	<b>2,792</b>	<b>1,178</b>
 <b>11.1 Reconciliation of unauthorised expenditure balance</b>		
Opening balance	1,178	
Unauthorised expenditure current year	1,614	1,178
Closing balance	<b>2,792</b>	<b>1,178</b>
	<b>2,792</b>	<b>1,178</b>

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		2003/04 R'000	2002/03 R'000
<b>11.2 Unauthorised expenditure</b>			
Opening balance		1,178	
Unauthorised expenditure		1,614	1,178
		<b>2,792</b>	<b>1,178</b>
<b>12. Cash and cash equivalent</b>			
Paymaster General Account		-	505
		<b>-</b>	<b>505</b>
<b>13. Receivables - current</b>			
Amounts owing by other departments	Annexure 6	26	-
Staff debtors	13.3	46	288
Other debtors	13.4	398	1,651
Advances	13.5	4	-
		<b>474</b>	<b>1,939</b>
<b>13.1 All the above-mentioned amounts are recoverable.</b>			
<b>13.2 Age analysis – receivables current</b>			
Less than one year		474	1,939
		<b>474</b>	<b>1,939</b>
<b>13.3 Staff debtors</b>		46	288
		<b>46</b>	<b>288</b>
<b>13.4 Other debtors</b>			
<b>Debtors Account - Suppliers</b>		394	1,579
Disallowance Miscellaneous		4	-
Tax Debt		-	32
Medical Aids		-	40
		<b>398</b>	<b>1,651</b>
<b>13.5 Advances</b>			
Travel and subsistence		4	-
		<b>4</b>	<b>-</b>

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	<b>2003/04</b>	<b>2002/03</b>
	<b>R'000</b>	<b>R'000</b>
<b>14. Voted funds to be surrendered to the Revenue Fund</b>		
Opening balance	2,299	3,694
Transfer from income statement	1,009	2,299
Voted funds not requested / not received	-	-
Paid during the year	(1,121)	(3,694)
Closing balance	<u><b>2,187</b></u>	<u><b>2,299</b></u>
<b>15. Other revenue funds to be surrendered to the Revenue Fund</b>		
Opening balance	341	516
Transfer from income statement for revenue to be surrendered	180	341
Paid during the year	(341)	(516)
Closing balance	<u><b>180</b></u>	<u><b>341</b></u>
<b>16. Bank overdraft</b>		
Paymaster General Account (Exchequer account)	<u><b>776</b></u>	<u><b>-</b></u>
<b>17. Payables - current</b>		
<b>Description</b>		
Other payables	17.2	40
		805
		<u><b>40</b></u>
		<u><b>805</b></u>
<b>17.2 Other payables</b>		
Bank deposits		-
		382
GTZ (Gender workshop)		-
		47
Ingwe Coal Mining (Capacity building)		-
		376
Goods Received Voucher Suspense		-
		<u><b>40</b></u>
		<u><b>805</b></u>

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	<b>2003/04</b>	<b>2002/03</b>
	<b>R'000</b>	<b>R'000</b>
<b>18. Net cash flow generated by operating activities</b>		
Net surplus as per Income Statement	(425)	1,462
Adjusted for items separately disclosed	2,851	10,179
Proceeds from sale of equipment	-	(33)
Capital expenditure	2,851	10,212
Net cash flow generated by operating activities	<b>2,426</b>	<b>11,641</b>
<b>19. Cash generated / (utilised) to (increase) / decrease working capital</b>		
Increase in receivables – current	1,465	(226)
Increase / (decrease) in other non-current liabilities	(859)	116
	<b>606</b>	<b>(110)</b>
<b>20. Voted funds and revenue funds surrendered</b>		
Voted funds surrendered	(1,121)	(3,694)
Revenue funds surrendered	(341)	(516)
	<b>(1,462)</b>	<b>(4,210)</b>