

COMPLIANCE CHECKLIST PFMA AND TREASURY REGULATIONS

Period: 01October 2012 – 31 December 2012

NR	SECTION	ACTION	YES	NO	N/A	COMMENTS
PFMA - Fiduciary duties of Accounting Authorities.						
1.	49(2)(a)	Does the entity have a board or other controlling body which is the accounting authority for the entity?	✓			
2.	50(1)(a)	Does the accounting authority for the entity exercise the duty of utmost care to ensure reasonable protection of the assets and records of the entity?	✓			
3.	50(3)(a)	Have the accounting authority disclosed any direct or indirect personal or private business interest that that member or any spouse, partner or close family member may have in any matter before the accounting authority?	✓			
PFMA - General responsibilities of Accounting Authorities						
	51(1)(a)	Does the HSRC Board ensure that the HSRC has and maintains:				
4.	(i)	• An effective, efficient and transparent system of financial and risk management and internal control?	✓			
5.	(ii)	• A system of internal audit under the control and direction of an audit committee complying with and operating in accordance with regulations and instructions prescribed in terms of sections 76 and 77?	✓			
6.	(iii)	• An appropriate procurement and provisioning system which is fair; equitable; transparent, competitive and cost-effective authority?	✓			
7.	(iv)	• A system for properly evaluating all major capital projects prior to a final decision on the project;	✓			
	51(1)(b)	Does the HSRC Board take effective and appropriate steps to:-				
8.	(i)	• Collect all revenue due to the HSRC;	✓			
9.	(ii)	• Prevent irregular expenditure, fruitless and wasteful expenditure, losses resulting from criminal conduct, and expenditure not complying with the operational policies of the public entity; and	✓			
10.	(iii)	• Manage available working capital efficiently and economically;	✓			
	51(1)(e)	Does the HSRC Board take effective and appropriate disciplinary steps against any employee of the public entity who:-				
11.	(i)	• Contravenes or fails to comply with a Provision of the Act;	✓			
12.	(ii)	• Commits an act which undermines the financial management and internal control system of the public entity; or	✓			
13.	(iii)	• Makes or permits an irregular expenditure or fruitless and wasteful expenditure;	✓			
14.	51(1)(f)	Does the HSRC Board submit all reports, returns, notices and other information to Parliament and Department of Science & Technology or National Treasury as may be required by this Act;	✓			
15.	51(1)(h)	Does the HSRC Board comply and ensure compliance by the HSRC with the provisions of this Act and any other legislation applicable to the HSRC.	✓			

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TREASURY REGULATIONS – Internal Control and Corporate Management						
16.	27.2.1.	Was a risk assessment performed?	✓			
17.	27.2.2.	Has an internal audit unit been established?	✓			
18.	27.2.7 (a)	Is there a rolling three year strategic internal audit plans submitted?	✓			
19.	27.2.7 (b)	Was an internal audit plan submitted for the first year of the rolling plan?	✓			
20.	27.3.1.	Has a Chief Financial Officer been appointed?	✓			
21.	28.3.1.	Has the HSRC Board developed and agreed a framework for acceptable levels of maturity and significance with the Department of Science & Technology?	✓			
PFMA – Annual Budgets by Non-business Schedule 3 Public Entities						
22.	53(1)	Did the HSRC Board submit a budget of estimated revenue and expenditure for that financial year, for approval by the Department of Science & Technology?	✓			
23.	53(3)	The HSRC did not budget for a deficit or accumulate a surplus without the prior written approval of the National Treasury?	✓			
PFMA – Information to be submitted by Accounting Authorities						
24.	54(1)	Did the HSRC promptly and in writing National Treasury and submit the relevant particulars to its executive authority for approval of any of the following transactions:-				
25.	(a)	• Establishment or participation in the establishment of a company.			✓	
26.	(c)	• Acquisition or disposal of a significant shareholding in a company;			✓	
27.	(d)	• Acquisition or disposal of a significant asset;			✓	
28.	(e)	• Commencement or cessation of a significant business activity; and			✓	
29.	(f)	• A significant change in the nature or extent of its interest in a significant partnership, trust, unincorporated joint venture or similar arrangement.			✓	
PFMA – Annual Reports & Financial Statements						
	55(1)	Does the HSRC Board:-				
30.	(a)	Keep full and proper records of the financial affairs of the HSRC?	✓			
31.	(b)	Prepare financial statements for each financial year in accordance with generally accepted accounting practice?	✓			
32.	(c)(i)	Submit the financial statements within two months after year end of the financial year to the Auditor General for auditing?	✓			
33.	55(1)(d)	Submit within five months of the end of a financial year National Treasury and the Department of Science & Technology:-	✓			
34.	(d)(i)	An annual report on the activities of the HSRC during that financial year;	✓			
35.	(d)(ii)	The financial statement for that financial year after the statements have been audited; and	✓			
36.	(d)(iii)	The report of the auditors on those statements.	✓			
37.	55(2)(a)	Do the annual report and financial statements fairly represent the state of affairs of the HSRC, its business, its financial results, its performance	✓			

NR	SECTION	ACTION	YES	NO	N/A	COMMENTS
		against predetermined objectives and its financial position as at the end of the financial year concerned?				
38.	55(2)(b)	Do the financial statements include particulars of:				
39.	(i)	Any material losses through criminal conduct and any irregular expenditure and fruitless and wasteful expenditure that occurred during the financial year;	✓			
40.	(ii)	Any criminal or disciplinary steps taken as a consequence of such losses or irregular expenditure or fruitless and wasteful expenditure;	✓			
41.	(iii)	Any losses recovered or written off;	✓			
42.	(iv)	Any financial assistance received from the state and commitments made by the state on its behalf, and			✓	
43.	(v)	Any other matters that may be prescribed?	✓			
44.	55(3)	Does the HSRC Board submit audited financial statements and the annual report for tabling in Parliament to the Department of Science & Technology through the CEO?	✓			
PFMA – Assignment of powers and duties by Accounting Authorities						
45.	56(1)	Have the powers entrusted or delegated to the HSRC Board been delegated to other officials within the HSRC?	✓			
PFMA- Responsibilities of other officials						
46.	57(a)	Do HSRC officials ensure that the system of financial management and internal control established within the Entity is carried out within their the areas of responsibility?	✓			
47.	57(b)	Are HSRC officials responsible for; effective, efficient, economical and transparent in the use of financial and other resources within their areas of responsibility?	✓			
48.	57(c)	Do HSRC officials take effective and appropriate steps to prevent, within their areas of responsibility, any irregular expenditure and fruitfulness and wasteful expenditure and any under collection revenue?	✓			
49.	57(d)	Do HSRC officials comply with the provisions of this Act to the extent applicable to officials, including any delegations and instructions in terms of section 57?	✓			
50.	57(e)	Are HSRC officials responsible for the management, including the safeguarding of the assets and the management of liabilities within their areas of responsibility?	✓			