



**national treasury**

Department:  
National Treasury  
**REPUBLIC OF SOUTH AFRICA**

**Treasury Guidelines**  
**Preparation of the**  
**Estimates of National Expenditure**  
**2013**

**November 2012**

This document is available at: [www.treasury.gov.za/publications/guidelines](http://www.treasury.gov.za/publications/guidelines)

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# Introduction

These guidelines provide instructions on how to complete your chapter for the 2013 Estimates of National Expenditure (ENE). There are some changes to the format of this year's publication that must be noted when completing your chapter. The guidelines are divided into two parts:

- Completing the vote chapter; and
- Completing the public entities section.

## Changes in the 2013 ENE

**Mandate:** For each vote, the Department's legislative mandate as per the relevant act(s) that govern(s) its establishment and operations must be captured.

**Selected performance indicators:** Under the table, information should be provided on how the department will align itself to the National Development Plan.

**Expenditure estimates:** The tables include growth rates and spending proportions. These will be used as a guide to identify areas for discussion in the expenditure trends paragraph.

**Expenditure trends:** The expenditure trends discussion should focus on programmes and economic classification items that have significant fluctuations in growth rates. It is suggested that average growth rates of 15 per cent or more on items that constitute 10 per cent of the budget should be used as a guide in identifying significant fluctuations. There should also be an explanation of significant year-on-year fluctuations; proper discretion should be exercised in selection of trends to discuss.

**Details of selected subprogrammes:** Certain subprogrammes will be selected to show their expenditure by economic classification. These are subprogrammes that represent the core function of the department. The expenditure trends discussion in this respect should focus on economic classification items that have significant fluctuations in average growth rates. Again, it is suggested that average growth rates of 15 per cent or more on items that constitute 10 per cent of the budget should be used as a guide in identifying significant fluctuations. There should also be an explanation of significant year on year fluctuations; proper discretion should be exercised in selection of trends to discuss.

**Reporting on personnel:** The tables include growth rates and spending proportions. Tables detailing personnel numbers according to salary level will be split and shown by vote, programme and subprogramme (for selected subprogrammes). These tables will be placed after the expenditure estimates table.

**Departmental receipts:** The tables include growth rates and spending proportions. The receipts should be at a low level classification, giving information about the specific source of the receipts. The discussion following the receipts table is removed.

**Reporting on entities:** Details of programmes/activities/objectives and the discussion pertaining to performance information have been moved from the overview section and will be discussed separately.

## Numbers style

Departments should present numbers in the text as follows:

- Use a full-stop to separate a number from the decimal numbers denoting the fraction of the number.
- Numbers should be rounded off to the first decimal place.
- Use a space to separate thousands.

### Examples

R75 000 (75 thousand rand) (Press the control, shift and space bar keys all at once, to make a non-breaking space).

R10.2 billion (10 billion and 200 million rand).

As described in the 2013 Medium Term Expenditure Framework (MTEF) guidelines, distributed in August 2012, there is only one database for purposes of both the MTEF decision making and the ENE publication processes. As such, institutions have already completed a draft of the database. The databases will however be sent back to institutions for final verification and to ensure they are aligned to allocation letters distributed in November 2012. Institutions should ensure that all relevant sheets have been appropriately completed. Publication tables will be extracted from the database and inserted in the chapters by the National Treasury.

Institutions must accommodate higher than expected wage costs in respect of the 2012 public sector wage agreement within their budget baselines and reflect all carry through costs in the database. Departmental databases should reflect the full costing of personnel including the annual inflation-related adjustment, overtime allowances, performance bonuses, progression, promotions and other benefits. Personnel costs should be prepared on the basis of the 2013 Medium Term Expenditure Framework (MTEF) projections for cost of living adjustments: CPI plus 1 per cent for 2013/14, 2014/15 and CPI for 2015/16 for non-senior management service (SMS) members and SMS members on Occupation Specific Dispensation (OSD) covered by the wage agreement. For SMS members not on OSD this should be 5 per cent for 2013/14 and 2014/15 and CPI for 2015/16. The maximum number of personnel funded within this baseline budget should be captured in the database and this is to be considered the personnel expenditure ceiling for the 2013 MTEF period. Further discussions in this regard are to take place with your relevant Treasury representative. Going forward, the employment of personnel should strictly only be considered in areas where critical skills are required, and only when properly motivated in terms of performance improvements.

**Lower level expenditure information** at service delivery site is required again this year, and will be presented as an annexure to the chapter. The database will provide a separate sheet for lower level expenditure (for example: expenditure per court, police station, school, hospital, etc.) and it should be completed providing disaggregated information to the extent appropriate for the vote. Departments, in consultation with National Treasury, are expected to provide information over the seven-year period.

Data on **revised estimates** for the 2012/13 year should be based on expenditure as at 30 November 2012, extrapolated to provide a realistic projection for the full financial year. Estimated underspending should include amounts that the department will seek to roll over to 2013/14, and reasons provided for under/(over) spending need to be factual and clear. Departments should note that estimated overspending represents unauthorised expenditure and will not be allowed for publication.

Departments are expected to disclose **all donor funding** received, whether through the Reconstruction and Development Programme (RDP) Fund or managed directly by partner countries or development agencies. Projections for the MTEF period should reflect development cooperation agreements, including agreements under negotiation and not yet finalised.

The annexure table for donor funding has the following information: the donor, project name, departmental programme linked to donor funding, the amount committed, main economic classification, spending focus, period of commitment, project commencement date, and seven-year expenditure information. The spending focus column should reflect what the donor project will achieve, has achieved, or the actual output or result of the donor project (**this information should be concise and logical**). All the names should be written in full with no use of acronyms.

**Appropriation Bill:** The 2013 Appropriation Bill will be presented by vote and main division within a vote (programme). The *Aim* of the department, programme names and their purposes in the ENE chapters should be identical to what is in the Appropriation Bill. There should be no abbreviations in the Appropriation Bill.

Allocations are divided by economic classification into:

- Current payments, comprising of;
  - Compensation of employees,
  - Goods and services, and
  - Other.
- Transfers and subsidies;
- Payments for capital assets; and
- Payments for financial assets.

Items that are specifically and exclusively appropriated as indicated in the allocation letter must be marked with an \* and listed separately as follows:

- The description must be the name of the subprogramme or project in the case of current payments and payments for capital assets; and the name of the transfer/subsidy or the name of the institution receiving the transfer in the case of transfers and subsidies (see explanation below); and
- The purpose of the payment must follow the name of the subprogramme or project; they should be separated by a colon.
- All conditional grants are specifically and exclusively appropriated, however the purpose of the grant is never specified as this information is contained in the Division of Revenue Bill. The names of conditional grants must be verified against the approved conditional grant framework.

Transfers and subsidies are listed in the Appropriation Bill as follows:

- Standard Chart of Accounts level 2 items will be used as headings for the listing of all transfers and subsidies except for conditional grants. The heading “conditional grant(s) to provinces / local government” will be used when listing conditional grants;
- A concise description of the purpose of the transfer should be indicated. There must be consistency in respect of the terms used for the same type of transfers and subsidies across votes.

- The description of a transfer or subsidy must *either* be the name of the entity or institution or category of institutions that receive the transfer, *or* the name of the transfer or subsidy project or subprogramme, together with succinct description of the purpose of the transfer, project or subprogramme. Relevant information on the transfer's governance and rules are available on request; and
- The purpose of transfer funding to Higher Education Institutions should distinguish between general subsidy funding and funding that will be utilised for particular purposes, e.g. Public Economics Conference; or Research Chair in Transport Engineering, Language Policy Unit.

[Refer to the 2012 Appropriation Act to see how information was presented]

## Deadlines

ENE chapters must be submitted in the format set out in these guidelines. The completed chapter must be accompanied by a separate covering letter signed by your Accounting Officer stating the name and contact details of an official in respect of whom an assurance is given that they will be available to deal with related queries during December 2012 and early January 2013.

National Treasury distributes guidelines to departments, constitutional institutions and public entities	22 November 2012
National Treasury distributes databases to the departments, constitutional institutions and public entities	
National Treasury provides information sessions for departments, constitutional institutions and public entities	26-27 November 2012
National Treasury sends allocation letters to departments	26 November 2012
Departments, constitutional institutions and public entities submit: - revised database, including Appropriation Bill inputs - first draft chapter - public entities annual report (those who have not yet submitted)	07 December 2012
Departments, constitutional institutions and public entities submit: - final database - second draft chapters	9 January 2013
Departments sign off chapters and the Appropriation Bill	11 February 2013
Budget day	27 February 2013

## Contact persons at National Treasury

**For clarity and assistance, contact:**

Your relevant Public Finance representative at the National Treasury for general enquiries regarding the completion of the chapter.

**Database:**

Refer to the contact person listed on the cover page of your database template.

# Part 1: Completing the main chapter

# [Vote number]

## [Name of vote]

### Budget summary

R million	2013/14					2014/15	2015/16
	Total to be appropriated	Current payments	Transfers and subsidies	Payments for capital assets	Payments for financial assets	Total	Total
MTEF allocation							
Programme name							
<b>Subtotal</b>							
Direct charge against the National Revenue Fund							
Item							
<b>Total expenditure estimates</b>							
Executive authority	Minister						
Accounting officer	Director-General / Chief Operating Officer						
Website address							

The Estimates of National Expenditure e-publications for individual votes are available on [www.treasury.gov.za](http://www.treasury.gov.za). These publications provide more comprehensive coverage of vote specific information, particularly about goods and services, transfers and subsidies, public entities, donor funding, public private partnerships, conditional grants to provinces and municipalities, expenditure on skills training, a revised spending estimate for the current financial year, and expenditure information at the level of service delivery, where appropriate.

### Aim

The aim should be identical to the one in the 2013 Appropriation Bill.

**Change from 2012 ENE:** The “Strategic Overview” section has been removed. Departments are expected to only provide their legislative mandate and strategic goals.

### Mandate

The mandate as contained in the relevant act(s) that govern(s) the department’s establishment and operations must be captured.

### Strategic goals

The strategic goals identify areas of institutional performance that are critical to the achievement of the legislative mandate and responsibilities. These should be aligned to the goals in the Strategic Plan.

### Programme purposes

There are no changes to last year’s format.

### Selected performance indicators

The 2013 ENE will continue to focus on selected quantitative and qualitative performance indicators for achievements by departments, constitutional institutions and public entities. The

table should only present the key performance information that reflects the core function of institution. For departments that are responsible for the achievement of one or more of the 12 Outcomes, core performance indicators should be agreed to with the Department of Performance Monitoring and Evaluation. In general, there should be a selection of outcome and output indicators and targets from those that are included in government’s performance management system, departmental annual performance plans and ministerial delivery agreements.

**Table X.1 [Name of vote]**

Indicator	Programme	Outcome to which it contributes	Past			Current	Projections		
			2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16

Provide information on how the department will align itself to the National Development Plan.

### **The scope of the indicators and targets**

Performance information will continue to be presented over a seven-year period. In some special cases, such as short-term projects, reporting on past performance may not be applicable or projections may not be relevant beyond the first or second year of the MTEF period. The 2012/13 data should reflect your estimated achievements through to the end of year.

### **What do the indicators show?**

Quantitative and qualitative indicators and targets must be trendable. They must be specific measurements that track progress towards achieving the goals of a department or public entity. Indicators may reflect inputs, activities, outputs, outcomes, or, in certain instances, explanatory information about the factors that could affect performance. Performance indicators include those that are an explanation of programme and subprogramme performance.

### **Quantitative indicators require numbers**

As a general rule, quantitative indicators must have targets that are absolute values/numbers. Where departments use percentages, they must be accompanied by absolute values.

[**Example:** *Percentage of health facilities assessed against core standards per year: 40% (1 733)*]

### **Finalising your indicators**

Refining and reviewing performance indicators should be done through bilateral discussions between departments, National Treasury and the Department of Performance Monitoring and Evaluation prior to the submission of the ENE chapters to the National Treasury.



## Expenditure estimates

Table X.2 [Name of vote]

Programme	Audited outcome			Adjusted appropriation	Revised estimate	Average growth rate (%)	Expenditure/ total: Average (%)	Medium-term expenditure estimate			Average growth rate (%)	Expenditure/ total: Average (%)
	2009/10	2010/11	2011/12					2012/13	2009/10-2012/13	2013/14		
R million												
Programme name												
<b>Subtotal</b>												
<b>Direct charge against the National Revenue Fund</b>												
Item												
<b>Total</b>												
Change to 2012 Budget estimate												
<b>Economic classification</b>												
<b>Current payments</b>												
Economic classification item												
<b>Transfers and subsidies</b>												
Economic classification item												
<b>Payments for capital assets</b>												
Economic classification item												
<b>Payments for financial assets</b>												
<b>Total</b>												

## Personnel information

Table X.3 Detail of approved establishment and personnel numbers according to salary level<sup>1</sup>

Department	Post status as at 30 September 2012		Number and cost of personnel posts filled / planned for on funded establishment										Avg. growth rate (%)	Salary level/ total: Avg. (%)	
	No. of funded posts	No. of posts additional to the establishment	Actual		Mid-year <sup>2</sup>		Medium-term estimate								
			2011/12		2012/13		2013/14		2014/15		2015/16				
			Number	Unit cost	Number	Unit cost	Number	Unit cost	Number	Unit cost	Number	Unit cost			2013/14-2015/16
Salary level 1 – 6															
Salary level 7 – 10															
Salary level 11 – 12															
Salary level 13 – 16															

<sup>1</sup> Data has been provided by the department and may not necessarily reconcile with official government personnel data

<sup>2</sup> As at 30 September 2012

## Expenditure trends

**Change from 2012 ENE:** Expenditure trends discussion comes after the Personnel information table. The discussion should only include significant expenditure and personnel trends; for example those with average annual growth rates of 15 per cent and more and that constitute 10 per cent of the total budget.

This section must explain the spending focus (i.e. where most of the money will be spent) over the MTEF period in relation to the strategic objectives and performance targets that will be reached over the period. Only the programmes, items or major transfers, and personnel numbers that have grown or declined at a significant average rate should be discussed. It is suggested that an average growth rate of 15 per cent or more and that constitutes 10 per cent of the total budget can be used as a guide. Discuss the underlying policies and factors that inform the significant spending areas. State the ratio of support staff to line staff (“support” refers to staff in the Administration programme as well as staff in other programmes that provide support /administrative services to line function staff). Explain changes to the vote baseline (if any), as approved by Cabinet and as detailed in your allocation letter. Any reference to these changes must be phrased specifically as “Cabinet approved budget reductions”. This section must be limited to two paragraphs.

*[Example: The major spending focus over the medium term will be the policy implementing recruitment strategy interventions. Significant spending is evident between 2009/10 and 2012/13 in the Labour Relations and the Remuneration Management programme due to transfers to departmental agencies that came largely from this programme. Over the MTEF period, the largest driver of spending is the Governance and International Relations programme. This is due to an expected increase in the number of filled posts in line with the department’s expansion required to accommodate the Minister’s broader mandate in line with the delivery agreement. Additional funds have also been reprioritised from other programmes to support this initiative. Spending on consultants decreased from R2 million in 2009/10 to R1 million in 2012/13 and is expected to decrease further over the MTEF period as a result of vacancies being filled.*

*The department employed an additional 106 people between 2009/10 and 2012/13, the majority of which were at the level 13 – 16 salary level. This 6.5 per cent growth in the number of posts filled was due to the gradual decrease in the number of consultants used. However, the number of post increases planned for over the MTEF period will moderate, as the department strengthens skills and experience with its existing staff. The ratio of support staff to line function staff is 1:2 and is expected to decrease over the MTEF period due to efficiency measures being implemented.]*

### Infrastructure spending

Discuss spending trends and the progress on the implementation of key existing and new infrastructure.

*[Example: Spending on infrastructure increased from R732.5 million in 2008/09 to R1.1 billion in 2011/12, and is expected to increase to R1.6 billion over the medium term. The allocation earmarked for infrastructure will be used to build and upgrade police stations. In 2009/10, the department began building a forensic laboratory in the Western Cape which it expects to complete in 2014/15. The new laboratory complex will allow for an increase in personnel capacity of 55 people (bringing the total to 100 people) and analytical instrumentation. This project will cost R658.3 million; R333.3 million has already been spent].*

Classify infrastructure projects according to the following three categories:

- **Mega projects:** estimated to cost over R400 million per year for a minimum of three years, or with at least R1 billion total project cost over the MTEF.
- **Large projects:** estimated to cost between R90 and R400 million per year, the sum of which is at least R250 million but less than R1 billion over the MTEF.
- **Small projects:** estimated to cost less than R90 million per annum and not more than R250 million over the MTEF.

## Departmental receipts

Table X.4 Receipts

R thousand	Audited outcome			Adjusted estimate 2012/13	Revised estimate	Average growth rate (%) 2009/10-2012/13	Receipt items/ total: Average (%)	Medium-term receipts estimate			Average growth rate (%) 2013/14-2015/16	Receipt item/ total: Average (%)
	2009/10	2010/11	2011/12					2013/14	2014/15	2015/16		
<b>Economic classification Item</b>												
<i>Lower level classification Item</i>												
<i>Lower level classification Item</i>												
<b>Economic classification Item</b>												
<i>Lower level classification Item</i>												
<i>Lower level classification Item</i>												
<b>Total</b>												

**Change from 2012 ENE:** The receipts should be described at a low level classification, giving information about the specific source of the receipts. No discussion of departmental receipts is therefore required, as all information is adequately reflected in the table.

## Programme [number]: [Programme name]

### Objectives

**Change from 2012 ENE:** “Objectives and measures” is renamed “Objectives”.

For each programme’s objective, explain its strategic intention(s), specific intervention(s) and progress measures. Ensure that the objectives for each programme are broadly aligned to your department’s strategic objectives captured in the Strategic Plan.

[**Example:** *improve the provision of specified services and products to eligible citizens and residents (objective/strategic intention) by reducing the time taken to issue passports and travel documents (specific intervention) from 10 days in 2011/12 to 5 days in 2014/15 (progress measure)*].

## Subprogrammes

**Change from 2012 ENE:** This section applies to subprogrammes that **have not** been selected to be discussed in detail.

- Subprogramme descriptions should include the functions of each subprogramme, outputs, and key activities carried out, the number of personnel responsible for such activities, and the allocated funds linked to those activities.

[**Example:** *Immigration Affairs provides for the overall management of the branch and provides policy direction, sets standards and manages back offices processes. This subprogramme has a total budget of R60.9 million for 2012/13. The subprogramme has identified a cost saving measure to be implemented in the next financial year when procuring trainers and accreditation services. This cost saving measure ensures that providers are contracted to provide back office services at defined rates.*]

## Expenditure estimates

**Table X.5 [Programme name]**

Subprogramme	Audited outcome			Adjusted appropriation	Average growth rate (%)	Expenditure / total: Average (%)	Medium-term expenditure estimate			Average growth rate (%)	Expenditure/ total: Average (%)
	2009/10	2010/11	2011/12	2012/13	2009/10-2012/13		2013/14	2014/15	2015/16	2013/14-2015/16	
R million											
Subprogramme name											
<b>Total</b>											
Change to 2012 Budget estimate											
<b>Economic classification</b>											
<b>Current payments</b>											
Economic classification item											
<b>Transfers and subsidies</b>											
Economic classification item											
<b>Payments for capital assets</b>											
Economic classification item											
<b>Payments for financial assets</b>											
<b>Total</b>											
<b>Proportion of total programme expenditure to vote expenditure</b>											

## Personnel information

**Table X.6 Detail of approved establishment and personnel numbers according to salary level<sup>1</sup>**

Programme	Post status as at 30 September 2012		Number and cost of personnel posts filled / planned for on funded establishment											Avg. growth rate (%)	Salary level/ total: Avg. (%)		
	No. of funded posts	No. of posts additional to the establishment	Actual			Mid-year <sup>2</sup>			Medium-term estimate								
			2011/12		2012/13		2013/14		2014/15		2015/16						
			Number	Unit cost	Number	Unit cost	Number	Unit cost	Number	Unit cost	Number	Unit cost					
Salary level 1 – 6																	
Salary level 7 – 10																	
Salary level 11 – 12																	
Salary level 13 – 16																	

<sup>1</sup> Data has been provided by the department and may not necessarily reconcile with official government personnel data

<sup>2</sup> As at 30 September 2012

## Expenditure trends

This section must explain the spending focus of the programme (i.e., where most of the money will be spent) over the MTEF period. The discussion should focus on highlighting the largest spending items and personnel numbers, and provide the underlying policies and factors that inform these quantum. Significant spending trends should also be explained, where appropriate, for subprogrammes or items that have grown or decreased at a significant annual average rate. It is suggested that, as a guide, items that have an average growth rate of 15 per cent and that constitute 10 per cent of the total budget be used to select significant spending. There should also be an explanation of significant year on year fluctuations. Link performance in this programme with its expenditure by discussing how budget allocations impact on the achievement of outputs. Discuss savings and measures implemented over the medium term to effect cost reductions and reprioritisations. Indicate how this is being managed during the current year and how it will be managed over the MTEF period, without negatively impacting on service delivery. Discuss various personnel trends related to this, including the use of consultants in relation to programme personnel and the reasons as to why consultants are used versus department personnel. Provide reasons for vacant posts as at 30 September 2012. This section is limited to two paragraphs.

## Subprogramme name

**Change from 2012 ENE:** This section is applicable **only to subprogrammes that have been selected to provide additional information.**

The additional information to be shown for these subprogrammes includes the subprogramme Expenditure estimates and Personnel tables and the discussions that follow them, including how the budget allocations have impacted on the achievement of outputs in the selected subprogramme.

- The subprogramme description should include the functions of the subprogramme, outputs, and key activities carried out.

## Expenditure estimates

Table X.7 [Subprogramme name]

R million	Audited outcome			Adjusted appropriation	Average growth rate (%)	Expenditure/ total: Average (%)	Medium-term expenditure estimate			Average growth rate (%)	Expenditure/ total: Average (%)
	2009/10	2010/11	2011/12				2012/13	2013/14	2014/15		
<b>Economic classification</b>											
<b>Current payments</b>											
Economic classification item											
<b>Transfers and subsidies</b>											
Economic classification item											
<b>Payments for capital assets</b>											
Economic classification item											
<b>Payments for financial assets</b>											
<b>Total</b>											
<b>Proportion of subprogramme expenditure to programme expenditure</b>											

## Personnel information

Table X.8 Detail of approved establishment and personnel numbers according to salary level<sup>1</sup>

Subprogramme	Post status as at 30 September 2012	No. of funded posts	No. of posts additional to the establishment	Number and cost of personnel posts filled / planned for on funded establishment													
				Actual		Mid-year <sup>2</sup>			Medium-term estimate						Avg. growth rate (%)	Salary level/ total: Avg. (%)	
				2011/12		2012/13		2013/14		2014/15		2015/16		2013/14-2015/16			
Number	Unit cost	Number	Unit cost	Number	Unit cost	Number	Unit cost	Number	Unit cost	Number	Unit cost	Number	Unit cost				
Salary level 1 – 6																	
Salary level 7 – 10																	
Salary level 11 – 12																	
Salary level 13 – 16																	

<sup>1</sup> Data has been provided by the department and may not necessarily reconcile with official government personnel data

<sup>2</sup> As at 30 September 2012

## Expenditure trends

Discussion should focus on the largest spending items and personnel numbers and the underlying policies and factors which inform these quantum. Significant spending trends should also be discussed, where appropriate. It is suggested that, as a guide, items that have an average growth rate of 15 per cent or more and that constitute 10 per cent of the budget be discussed. Provide reasons for these significant increases or decreases in expenditure, as well as the underlying policies and factors that inform the trends. There should also be an explanation of significant year on year fluctuations. Link performance in this subprogramme with its expenditure by discussing how budget allocations impact on the achievement of outputs. Discuss savings and other measures implemented to effect cost reductions and reprioritisations. Indicate how this is being managed during the current year and how it will be managed over the MTEF period, without negatively impacting on service delivery. This section is limited to two paragraphs.

[*Example: Expenditure increased from R7.2 billion to R8.9 billion due to the increased operational costs from the newly constructed centres in Western Cape and Northern Cape. Over the MTEF, there is expected to be a slightly lower growth rate as centres in other provinces will be upgraded. Personnel has grown significantly over the last three years, due to the staffing needs in the new centres. However, this is predicted to stabilise over the MTEF as there will be no new requirements.*]

## Public entities and other agencies

This section provides brief accounts of the legal mandate, objectives, expenditure trends, personnel information and performance information of each entity. Part 2 of these guidelines provides information on the data sheets for all public entities.

### [Name of public entity]

#### Mandate and goals

**Change from 2012 ENE:** The “Overview” is renamed “Mandate and goals”. Details of programmes/activities/objectives and performance information have been moved from this section. This section should only provide the entity’s legislative mandate and goal(s).

Describe the legislative mandate and strategic goal(s) of the public entity.

#### Selected performance indicators

Table X.9 [Entity name]

Indicator	Programme/Activity/Objective	Past			Current	Projections		
		2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16

The table should only present the key performance information that reflects the core function of the institution. Performance indicators and targets from the institution’s annual performance plan should be included.

#### Programmes/activities/objectives

Table X.10: [Entity name]

Programmes/Activities/ Objectives	Audited outcome			Revised estimate	Average growth rate (%)	Expenditure/ total: Average (%)	Medium-term expenditure estimate			Average growth rate (%)	Expenditure/ total: Average (%)
	2009/10	2010/11	2011/12	2012/13	2009/10-2012/13		2013/14	2014/15	2015/16	2013/14-2015/16	
R million											
Programme name											
<b>Total expense</b>											

#### Expenditure estimates

Table X.11: [Entity name]

Statement of financial performance										
R million	Audited outcome				Revised estimate	Average growth rate (%)	Medium-term estimate			Average growth rate (%)
	2009/10	2010/11	2011/12	2012/13	2009/10-2012/13	2013/14	2014/15	2015/16	2013/14-2015/16	
<b>Revenue</b>										
<b>Non-tax revenue</b>										
Economic classification item										
<b>Transfers received</b>										
<b>Total revenue</b>										
<b>Expenses</b>										
<b>Current expenses</b>										
Economic classification item										
<b>Total expenses</b>										
<b>Surplus / (Deficit)</b>										
Statement of financial position										
Balance sheet item										
<b>Total assets</b>										
Balance sheet item										
<b>Total equity and liabilities</b>										

## Personnel information

**Table X.12 [Entity name]: Detail of approved establishment and personnel numbers according to salary level<sup>1</sup>**

	Post status as at 30 September 2012		Number of posts filled/planned for on funded establishment								
	Number of funded posts	Number of vacant posts	Actual			Mid year <sup>2</sup>	Average growth rate (%)	Medium-term estimate			Average growth rate (%)
			2009/10	2010/11	2011/12	2012/13	2009/10-2012/13	2013/14	2014/15	2015/16	2013/14-2015/16
Executive											
Board Members											
Executive Management											
Senior Management											
Middle Management											
Professionals											
Skilled											
Semi-skilled											
Very low skilled											
<b>Total</b>											
Compensation (R thousand)											
Unit cost (R thousand)											

1. Data has been provided by the entity

2. As at 30 September 2012

## Expenditure trends

This section must explain the spending focus of the entity (i.e., where most of the money will be spent) over the MTEF period. The discussion should focus on the programmes or items that have grown or decreased at a significant annual average rate and reasons should be provided for these significant increases or decreases in expenditure, as well as the underlying policies and factors that inform the trends. It is suggested that, as a guide, an average rate of 15 per cent be used to identify significant spending on items that constitute 10 per cent of the budget. There should also be an explanation of significant year-on-year fluctuations.

Outline specific measures put in place to effect savings, reprioritisation and cost reductions indicating the specific programmes/activities/objectives or spending items where the savings were effected. Indicate how this is being managed during the current year and how it will be managed over the MTEF period, without negatively impacting on service delivery.

Discuss various personnel trends related to this, including the use of consultants in relation to the entity's personnel and provide the reasons to why consultants are used versus department personnel. Provide reasons for vacant posts as at 30 September 2012. Link performance in this institution with its expenditure by discussing how budget allocations impact on the achievement of outputs. This section is limited to two paragraphs.

## Other public entities and agencies

Provide a bulleted list and description of the entities and agencies that will only be published in the e-publications. The description should provide a brief paragraph detailing what the entity does and state its total budget for the 2013/14 financial year.



## **Additional tables**

The database will include templates for the following tables:

- Summary of expenditure trends and estimates per programme and economic classification
- Summary of expenditure on training
- Summary of conditional grants to provinces and municipalities
- Summary of departmental public private partnership projects
- Summary of donor funding
- Summary of expenditure on infrastructure

## Part 2: Completing the section on entities

National departments are required to provide detailed financial information for selected public entities associated with their governance framework. Data to be completed by public entities includes financial information, performance information and an entity's programmes/ objectives/ activities.

For budget 2013, the templates for the MTEF decision making and the ENE production processes have been amalgamated into one. As such a new template will not be distributed for the ENE. The database will however be re-distributed such that the data previously submitted can be updated. These updates will form part of the on-going engagement between National Treasury and the entities in order to finalise the data to be published in the 2013 ENE and Budget Review publications. The outcomes of the MTEC discussions concerning reprioritisations and reductions will need to be captured in the financial information sheet. The history numbers for the 2011/12 financial year must be updated in accordance with the audited financial statements. **All entities must submit copies of their 2011/12 annual reports.**

All of the relevant sheets in the database should be completed.

Entities are required to read the whole guideline as it contains important information that relates to both departments and entities. The technical guidelines are contained in the template and technical assistants will be available to provide assistance where required.

### Process and database

The contact details of the budget examiner and technical assistant assigned to each entity is specified on the information sheet of each template. The template will be sent to each entity with final allocations. Entities are requested to start updating the templates and written content as soon as they receive these guidelines and the templates, and contact the relevant officials in the National Treasury if they experience any difficulties.

Public entities that have submitted their financial reports to the Office of the Accountant General, will receive their data files with the history data already balanced to their financial statements. As the format is generic, it is designed to hide variables that are specific to certain types of entities. Four types of entities have been identified: Sector Education and Training Authorities (SETAs), social security funds, financial entities, and all other entities.

To enable the National Treasury to consolidate the entities into the general government account, the entities data is converted and reflected on a cash basis. For the same purpose, the related party revenue sheet has been added to enhance the consolidation process.

### Reporting on entities

Information for the selected entities listed in Annexure A will be published in the abridged ENE publication. Information for all other entities will be published in the ENE e-publications.

## Annexure A: List of selected entities

No.	Department	Entity Name
1	Agriculture, Forestry and Fisheries	Agricultural Research Council
2	Agriculture, Forestry and Fisheries	Marine Living Resources Fund
3	Communications	Sentech Limited
4	Communications	South African Broadcasting Corporation Limited
5	Communications	South African Post Office Limited
6	Defence and Military Veterans	Armaments Corporation of South Africa Limited
7	Energy	Central Energy Fund (Pty) Ltd
8	Energy	South African Nuclear Energy Corporation
9	Environmental Affairs	South African National Parks
10	Health	National Health Laboratory Services
11	Health	South African Medical Research Council
12	Higher Education and Training	National Skills Fund
13	Higher Education and Training	National Student Financial Aid Scheme
14	Higher Education and Training	Sector Education and Training Authorities
15	Home Affairs	Government Printing Works
16	Home Affairs	Electoral Commission
17	Human Settlements	National Home Builders Registration Council
18	Human Settlements	National Housing Finance Corporation Limited
19	Human Settlements	National Urban Reconstruction and Housing Agency
20	Human Settlements	The Social Housing Regulatory Authority
21	International Relations and Cooperation	African Renaissance and International Cooperation Fund
22	Justice	Legal Aid South Africa
23	Labour	Commission for Conciliation, Mediation and Arbitration
24	Labour	Compensation Fund, including Reserve Fund
25	Labour	Unemployment Insurance Fund
26	Mineral Resources	Council for Geoscience
27	Mineral Resources	Council for Mineral Technology
28	National Treasury	Development Bank of Southern Africa
29	National Treasury	Government Pension Administration Agency
30	National Treasury	Land and Agricultural Development Bank of South Africa
31	National Treasury	Public Investment Corporation Limited
32	National Treasury	South African Revenue Service
33	Public Service and Administration	State Information Technology Agency
34	Public Works	Property Management Trading Entity
35	Rural Development and Land Reform	Registration of Deeds Trading Entity
36	Science and Technology	Council for Scientific and Industrial Research
373	Science and Technology	National Research Foundation
83	Social Development	South African Social Security Agency
9	Tourism	South African Tourism
40	Trade and Industry	Companies and Intellectual Property Commission
41	Trade and Industry	Export Credit Insurance Corporation of South Africa Limited
42	Trade and Industry	National Empowerment Fund
43	Trade and Industry	National Lottery Distribution Trust Fund
44	Trade and Industry	Small Enterprise Development Agency
45	Trade and Industry	South African Bureau of Standards
46	Transport	Air Traffic and Navigation Services Company Limited
47	Transport	Airports Company of South Africa Limited
48	Transport	Passenger Rail Agency of South Africa
49	Transport	Road Accident Fund
50	Transport	South African National Road Agency Limited
51	Water Affairs	Consolidated Water Boards
52	Water Affairs	Rand Water
53	Water Affairs	Trans-Caledon Tunnel Authority
54	Water Affairs	Umgeni Water
55	Water Affairs	Water Trading Entity

