



**SOUTH AFRICAN
MUSEUM OF LITERATURE**

an agency of the
Department of Sport, Arts and Culture



ANNUAL **REPORT**

2023 / 24



sport, arts & culture

Department:
Sport, Arts and Culture
REPUBLIC OF SOUTH AFRICA

AMAZWI

**SOUTH AFRICAN
MUSEUM OF LITERATURE**

an agency of the
Department of Sport, Arts and Culture

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Anele Lupuwana, a DSAC intern placed at Amazwi, delivering a paper at the 2024 Literature, Heritage and Ecology (LHE) conference.



Dr Sindiwe Magona during the launch of her book of essays, I Write the Yawning Void launched at Amazwi as part of her 80th Birthday celebrations



Audience at the book launch of Makana Municipality Councillor, Ramie Xonxa



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, Cradock



Postal Address

Private Bag 1019, Makhanda (Grahamstown), 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



Company Secretary

Zwelibanzi Ngququ Incorporated, 4 Captain Procter Street, Westdene, Blomfontein, 9301



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 2023/2024 period.

I am proud to share the achievements of the Amazwi South African Museum of Literature (Amazwi) over the last fiscal year. The services and collections we offer reached beyond our seat in Makhanda and inspired many young writers, authors, academics, literary scholars and organic intellectuals. Our rich collections that house the world's most comprehensive collection of resources relating to South African literature highlights that we are a special museum that supports the literary landscape. This museum has joined hands with some key and prominent partners that have supported the work of Amazwi Museum.

The Council of Amazwi recently advocated that the broadening of the scope of the museum's literary collection to incorporate the indigenous languages of South Africa. The Council and staff of the museum are looking at ways to stimulate South African writers to broaden their horizons especially during this time of financial crisis and increasing poverty by encouraging storytelling so that their works are published. In these dreadful times escapism through writing and reading offers many to become curious and seek refuge in literature to transcend their personal situation.

As the Council Chairperson it gives me great pleasure to highlight the achievements of the Amazwi's achievement through our community engagements and exhibitions, workshops and partnership programmes.

In tribute to the remarkable life and legacy of Dr. Sindiwe Magona, a literary icon and Living Legend, Amazwi proudly presented the exhibition "A Conscience for the Nation". This poignant showcase, launched on 29 September 2023 to commemorate her 80th birthday, celebrates Dr. Magona's pioneering literary contributions, her impact on South Africa's literary heritage, and her role in nation-building. Through her remarkable body of work, Dr. Magona has masterfully explored the intricate complexities of the South African experience, endearing her to readers as one of the nation's most beloved storytellers.

In a gesture of extraordinary generosity, Dr. Magona donated her Literary Papers and related artifacts to Amazwi, a gift that was warmly acknowledged by Hon. Minister Zizi Kodwa, MP, who noted that "the donation of these Literary Papers will significantly enhance the value of Amazwi's heritage assets, while promoting public awareness of literature and contributing to education and social cohesion." This remarkable donation serves as a testament to Dr. Magona's commitment to preserving South Africa's literary legacy for future generations.

Amazwi proudly partnered with fellow stakeholders to commemorate a significant milestone: the bicentennial anniversary of isiXhosa as a written language. This momentous occasion was marked by a vibrant, multi-faceted cultural celebration that converged diverse disciplines to promote and advance the development of indigenous languages. Through this collaborative initiative, Amazwi contributed to the preservation and revitalization of

isiXhosa, acknowledging its rich cultural heritage and significance in South Africa's linguistic landscape. This event demonstrated Amazwi's commitment to supporting linguistic diversity and promoting the importance of indigenous languages in shaping our shared cultural identity.

There are numerous people that stand behind our progress that must be acknowledged. I want to thank the Minister of Sport, Arts and Culture and the Deputy Minister of Sport, Arts and Culture. The Acting Director General and her ever willing team, the Provincial Department of Sport, Arts and Culture, the various museums, libraries and other stakeholders that see value in working and supporting Amazwi as well as my fellow Council members who are extremely dedicated to ensuring that this unique literature museum of this county is supported, prioritised and made visible. Council

pays tribute to Dr Nomakhosazana Rasana who served as an ordinary member and Chairperson of the Human Resources and Governance Committee at the time of her passing in May 2024. Finally, I would like to sincerely thank the staff at Amazwi for doing the sterling work they carry out diligently.



Dr Sibongile Masuku
Chairperson of the Council
of Amazwi South African Museum of Literature
31 August 2024

COUNCIL



Standing from Left to Right: Ms H. Erdmann; Ms L. Mvanana; Adv. S. Magaqa; Ms N.A. Jansen and Mr M. Mazibuko (Acting Director)
Seated from Left to Right: Mr O. Motaung; Dr. S.L. Masuku (Chairperson of Council); Mr A.K. Gontse (Deputy Chairperson of Council) and Ms T. Nkosi



DIRECTOR'S

OVERVIEW

Mr Musawakhe Mazibuko

Acting Director

Amazwi South African Museum of Literature

South Africa's literary corpus constitutes an invaluable national treasure, encompassing a rich cultural legacy that spans centuries and boasts a diverse array of voices and literary forms. Beyond preservation and conservation, Amazwi Museum is dedicated to interpreting and promoting this remarkable collection through a range of engaging initiatives, including exhibitions, educational programs, outreach activities, and public events. These endeavours cultivate a vibrant culture of literature, creative expression, and storytelling, catering to diverse audiences and purposes – from educational enrichment to entertainment, public discourse, and scholarly inquiry. It is Amazwi's esteemed privilege to serve as the guardian and champion of this precious cultural heritage.

The year under review

Despite operational constraints, including limited management capacity, Amazwi achieved 78% of its annual targets. A comprehensive annual performance report is provided in Part B, highlighting key accomplishments, including the attainment of an unqualified audit outcome. However, the Auditor-General's report identified instances of non-compliance with relevant legislation, prompting Amazwi to intensify its efforts in strengthening internal controls. To this end, an Audit Improvement Action Plan has been developed to ensure that the identified findings are thoroughly addressed and rectified.

Amazwi reinforced its status as a premier centre of excellence in literary research, achieving a notable milestone through the publication of peer-reviewed articles in esteemed journals, chapters in scholarly books, and presentation of research papers at prestigious conferences. Additionally, Amazwi successfully hosted the 6th Annual Amazwi Literature, Heritage, and Ecology Conference on

19-20 March 2024, convening scholars and experts from diverse fields to facilitate interdisciplinary collaboration and knowledge sharing.

By positioning literature as a driving force, the conference seeks to promote the preservation of cultural heritage and ecological awareness, encouraging individuals and organizations to adopt sustainable practices in addressing contemporary challenges, thereby contributing to a more sustainable and inclusive future. The conference was a hybrid event seamlessly integrated in-person participants at Amazwi and with virtual participants, fostering a global exchange of ideas. This aligns with Amazwi's strategic 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,

During the period under review, Amazwi experienced technical difficulties during the implementation of its new collection management system, which temporarily impeded the progress of data cataloguing. The team successfully addressed these challenges towards the end of the year and resumed cataloguing activities. Thus, this year, Amazwi focused on verifying catalogue data in the new collection management system to ensure that data conversion from the old collection management system was done in a complete and accurate manner.

Amazwi achieved significant milestones during the period under review, successfully hosting public and educational programs that attracted a total of 22,650 visitors and users. Amazwi expanded its regional reach through traveling exhibitions and outreach initiatives in Kimberly (Northern Cape) and Ulundi (KwaZulu-Natal), while also strengthening engagement with rural Eastern Cape schools. Notably, Amazwi delivered over 100 educational programs,

a testament to its dedication to educational outreach. Furthermore, Amazwi fostered strategic collaborations with esteemed institutions, including the Eastern Cape Provincial Department of Sport, Recreation, Arts and Culture, Rhodes University, Puku Foundation, KwaZulu-Natal Museum, Amafa Research Institute, and the South African Library for the Blind, demonstrating its commitment to mutual beneficial partnerships and community engagement.

Part F of this report presents our Financial Information, which reveals that Amazwi incurred a deficit of R2 989 million at the close of the financial year. Additionally, our net assets experienced a modest decline of 1.5% over the period, totalling R69 032 million, compared to R70 111 million in the preceding year. Notably, the heritage assets component continues to represent the most substantial portion of our total assets, with a value of R57.903 million, marking a slight increase from R57 735 million in 2022/23.

Amazwi's total revenue for the year amounted to R21.640 million, representing a 3% decrease from R22.318 million in the previous year. This decline can be attributed to two primary factors: under-spending of conditional grants due to delays in securing municipal approvals for the Olive Schreiner House Museum Project, and a disappointing performance in internally generated revenue. Conversely, total

expenditure for the year increased by 0.7% to R24.628 million, up from R24.461 million in 2022/23.

In the forthcoming year, Amazwi will continue its efforts to enhance operational efficiency and ensure compliance within a challenging fiscal context. Key priorities include the development of the revenue enhancement strategy to augment internally generated revenue streams, accelerating the implementation of the Olive Schreiner House Museum Project and the acquisition of the isiXhosa Collection.

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 2024



Eastern Cape Department of Sport, Recreation, Arts and Culture MEC Nonceba Kontsiwe at the 200 Years of isiXhosa as a Written Language Celebration event

3. 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 2024.

Yours faithfully



Mr Musawakhe Mazibuko

Acting Director of Amazwi South African Museum of Literature
31 August 2024



Dr Sibongile Masuku

Chairperson of the Council of Amazwi South African Museum of Literature
31 August 2024

4. Strategic overview

4.1 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.

4.2 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.

4.3 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.

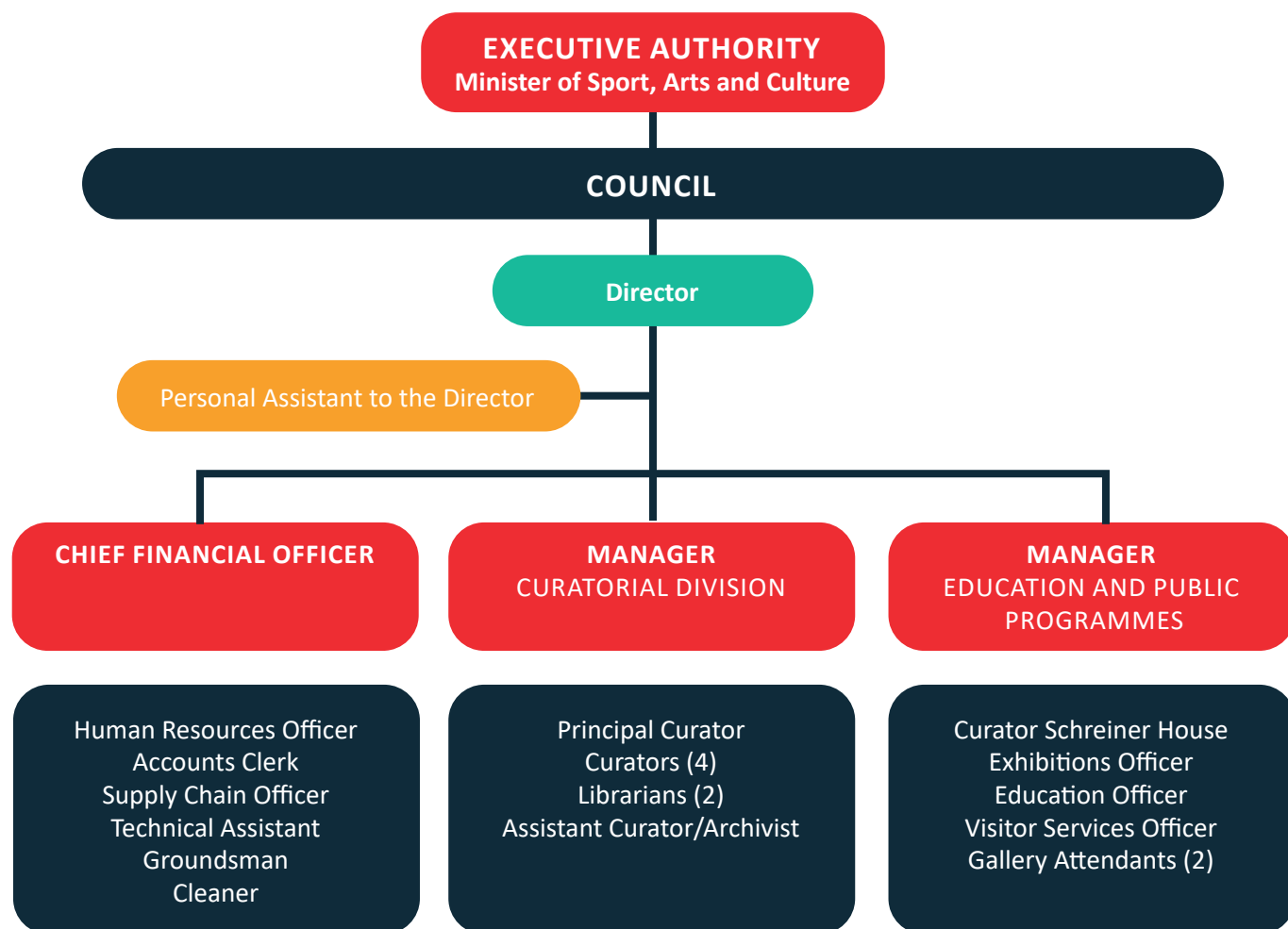
4.4 Legislative and other mandates

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:

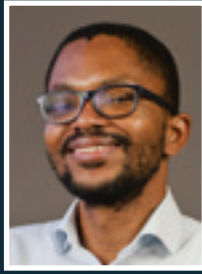
- National Heritage Resources Act, Act No. 25 of 1999;
- Public Audit Act, Act No. 25 of 2004;
- Government Immovable Asset Management Act, Act No 19 of 2007;
- Broad-based Black Economic Empowerment Act, Act No 53 of 2003; and
- White Paper on Arts, Culture and Heritage, 1996.

5. Organisational structure



Open mic poetry session at Olive Schreiner House Museum in Nxuba (Cradock)

MANAGEMENT



Mr Musawakhe Mazibuko
Acting Director



Ms Crystal Warren
Acting Deputy Director



Mr Zongezile Matshoba
Manager Education and Public Programmes

STAFF



Back row from Left to Right: Mr J. Du Preez, Ms C. Potgieter, Mr A. Martin, Mr E. Geelbooi, Dr T. Jeffery, Mr K. Zuzile and Mr M. Sukula
Middle row from Left to Right: Mrs N. Madinda, Mrs P. Peterson, Ms A. Lupuwana, Mrs R. Waldick, Ms S. Magade, Ms L. Grant, Mrs L. Majavu and Mr S. Xhegwana
Front row seated from Left to Right: Mr L. van Wyk, Ms C. Warren, Ms C. Mata, Mr M. Mazibuko and Mr Z. Matshoba



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 72-79, 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.

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 KwaZulu-Natal Museum and Amafa Research Institute in KwaZulu-Natal on education outreach and travelling exhibitions programmes, respectively. 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

As of the commencement of the year under review, Amazwi's staff complement comprised 25 full-time employees. However, during the year, two key positions became vacant due to the departure of the Director and Curator. Despite efforts to recruit suitable candidate for the Director position, this critical role remained unfilled as of the end of the year, leaving Amazwi with a total of 23 full-time employees.

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.



Some of the attendees at launch of Masifunde Sonke Reading Programme with keynote address by Dr Sindiwe Magona, and launched by Rhodes University's Department of Education and the Puku Foundation



Dr Sindiwe Magona appreciating a child who bought some of her children's books during the launch of her book of essays, "I Write the Yawning Void" launched at Amazwi as part of her 80th Birthday celebrations

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.

3.1.1 Sub-programme: Compliance

Outcomes, outputs, output indicators, targets and actual achievements

Purpose		To ensure compliance with laws and regulations and provide administrative support services	
Sub-programme impact statement		Effective governance and financial sustainability to support the core mandate of the museum	
Outcome	Outputs	Output indicators	Description of indicators
Effective governance	Council and Committee meetings	Number of Council and Committee meetings	Effective engagement between governance structures and management and compliance with the reporting timetable
Clean audit outcome	Effective internal audit function	All internal audit findings of non-compliance addressed	Findings by internal audit addressed to improve the control environment
	Report of the Auditor-General	All audit findings of non-compliance addressed	Outcome of the annual audit undertaken by the Auditor-General

Nº	Indicators	Actual/audited			2023/24		
		2020/21	2021/22	2022/23	Planned target	Actual achievement	Deviation from planned target
1.	Number of Council and Committee meetings	18 (new indicator)	30 (new indicator)	38 (new indicator)	24	37	+13
							The variance is attributable to extra-ordinary meetings by Council and relevant committees during the period under review to attend to the recruitment process for the appointment of the Director.

Nº	Indicators	Actual/audited				2023/24			
		2020/21	2021/22	2022/23	Planned target	Actual achievement	Deviation from planned target	Comments on deviation	
2.	Internal audit findings of non-compliance addressed	100% of internal audit findings of non-compliance corrected	Partial service/report not finalised	Internal audit service provider appointed Revised risk assessment undertaken and adopted Internal audit report issued	All internal audit findings of non-compliance addressed and reported to Audit & Risk Committee quarterly	Not all internal audit findings of non-compliance were addressed, and all internal audit findings of non-compliance were reported to Audit & Risk Committee quarterly.	The majority of internal audit findings on non-compliance were addressed, however, internal audit findings on ICT governance and related controls were partially addressed during the period under review.	The deviation is attributable to the measures implemented to address the ICT environment which were assessed not to be fully effective by the internal audit. A session between the ICT support service provider was held with the internal audit's ICT specialist to resolve the outstanding issues and an action plan was developed and its implementation is monitored.	
3.	Audit findings of non-compliance resolved/addressed	Qualified audit outcome	Unqualified audit outcome	Unqualified audit outcome	Clean audit	Unqualified audit outcome with findings	Amazwi retained its unqualified audit outcome, however, the Auditor-General's Audit Report noted findings on Annual Performance Report and non-compliance with legislation.	The target for performance indicator "catalogue linked to website" was found to be inconsistent with the performance indicator. In addition, Amazwi incurred irregular expenditure due to non-compliance with PPR 2022.	

1.	Council, A&R Committee and other committee meetings	Venue/place	Date
Quarter 1			
	Council	Online	28 Apr 2023
	Council	Online	3 May 2023
	Council	Online	30 May 2023
	Special Council – recruitment panel meeting	Online	23 June 2023
	A&R Committee	Online	25 Apr 2023
	MCSR&H Committee	Online	19 Apr 2023
	HR&G Committee	Online	26 Apr 2023
	FIT&I Committee	Online	26 Apr 2023
	Chairpersons of Committees	Online	4 May 2023
	Chairpersons of Committees	Online	22 May 2023
	Joint FIT&I and A&R Committee	Online	26 May 2023
	A&R Committee/AGSA audit strategy presentation	Online	1 June 2023

1.	Council, A&R Committee and other committee meetings	Venue/place	Date
Quarter 2			
	Council & Chairperson ARC meeting	Online	31 July 2023
	ARC meeting	Online	21 July 2023
	ARC meeting	Online	25 July 2023
	ARC meeting	Online	28 July 2023
	MCSR meeting	Online	18 July 2023
	HR Committee	Online	19 July 2023
	FITI meeting	Online	21 July 2023
	FITI meeting	Online	25 July 2023
	Meeting of Committee chairs for recruitment of new director	Online	11 September 2023

1.	Council, A&R Committee and other committee meetings	Venue/place	Date
Quarter 3			
	Council	Online	27 October 2023
	Special Council – in camera	Online	27 October 2023
	Special Council – in camera	Online	04 December 2023
	Special Council meeting (Recruitment of Director)	Online	12 December 2023
	A&R Committee	Online	25 October 2023
	MCSR&H Committee	Online	16 October 2023
	HR&G Committee	Online	18 October 2023
	FIT&I Committee	Online	-
	Chairpersons of Committees	Online	05 October 2023
	Chairpersons of Committees	Radisson Hotel, OR Tambo	17 October 2023

1.	Council, A&R Committee and other committee meetings	Venue/place	Date
Quarter 4			
	MSCR&H meeting	Online	16 January 2024
	FITI & ARC	Online	24 January 2024
	HR & Governance	Online	25 January 2024
	FITI & ARC	Online	29 January 2024
	Council	Emperor's Palace, Gauteng	2 February 2024
	Council – special	Online	9 February 2024



Akhona Mafani, a Makhanda praise-poet, sharing a story during the 2024 Amazwi-Puku Storytelling Festival at Amazwi

3.1.2 Sub-programme: Human resources development

Outcomes, outputs, output indicators, targets and actual achievements

Purpose		To manage and develop Amazwi's human capital	
Sub-programme impact statement		A results-orientated organisational culture	
Outcome	Outputs	Output indicators	Description of indicators
Expert and capacitated workforce	Training and development opportunities	Number of training opportunities	Occupation specific training and professional development and enrichment programmes for staff, offered by external service providers, in-house mentoring or self-directed learning

N°	Indicators	Actual/audited			2023/24		
		2020/21	2021/22	2022/23	Planned target	Actual achievement	Deviation from planned target
4.	Number of training opportunities	33	57	39	16	29	+13
							The variance is attributable to additional training opportunities available and utilised by staff members

4.	Name	Training course/conference/ webinar	Service provider/convenor	Date(s)	Cost	Gender	Youth
Quarter 1							
Marike Beyers		Webinar: The cataloguing code of ethics: A SA context	LIASA	25 April 2023	-	F	-
Lwazi Bhengu		Website content management training	OpenForm	28 Apr 2023	-	M	Y
Sithembele Xhegwana		Rhodes University Community Engagement Symposium	Rhodes University	9-11 May 2023	-	M	-
Marike Beyers		SASCH Conference: The dialogue between the past and the present and the relevance for cultural history	SA Society for Cultural History	19-20 May 2023	R900	F	-
Thomas Jeffery		Webinar: 'The Role of Heritage in Accelerating the Implementation of the African Continental Free Trade Area'	National Heritage Council/ African Union	25 May 2023	-	M	-

4.	Name	Training course/conference/ webinar	Service provider/convenor	Date(s)	Cost	Gender	Youth
Quarter 2							
	Marike Beyers	Choosing a Name webinar [cataloguing terminology] by Dr Hester Marais	IGBIS, LIASA's Interest Group for Bibliographic Standards	15 August 2023	Free as part of LIASA membership	F	-
	Thomas Jeffery	Digital Curation Systems webinar	Africa Media Online	25 August 2023	free	M	-
	Thomas Jeffery	Disaster Management for Libraries	IGBIS, LIASA's Interest Group for Bibliographic Standards	5 September 2023	Free as part of LIASA membership	M	-
	Sithembele Xhegwana	Servants of Africa – African Languages in the 21 st Century Conference	Sol Plaatje University	6-8 September 2023	R2500	M	-
	Lwazi Bhengu	Servants of Africa – African Languages in the 21 st Century Conference	Sol Plaatje University	6-8 September 2023	R1 500	M	Y
	Kenneth Zuzile	Servants of Africa – African Languages in the 21 st Century Conference	Sol Plaatje University	6-8 September 2023	R1 050	M	-

4.	Name	Training course/conference/ webinar	Service provider/convenor	Date(s)	Cost	Gender	Youth
Quarter 3							
	Petro Nhlapo	Let no one be left behind: Assistive devices for persons with disabilities (webinar)	UNISA Library & Information Services; and, IFLA Regional Office for Africa	28 November 2023	Free (LIASA members)	F	-
	Petro Nhlapo	SACO: global collaboration for authoritative cataloguing	LIASA : IGBIS	7 November 2023	Free (LIASA members)	F	-
	Marike Beyers	SACO: global collaboration for authoritative cataloguing	IGBIS (LIASA interest group for bibliographic standards)	7 November 2023		F	-
	Marike Beyers	On Writing for Young People 2023 (online conference)	<i>Leaf Journal</i> (UK)	9-10 November 2023	-	F	-
	Marike Beyers	Let no one be left behind: Assistive devices for persons with disabilities (webinar)	IFLA (International Federation of Library Associations)	28 November 2023	-	F	-
	Crystal Warren	On Writing for Young People 2023 (online conference)	<i>Leaf Journal</i> (UK)	9-10 November 2023	-	F	-
	Anela Lupuwana	87 th SAMA National Conference	South African Museums Association Conference	2-3 October 2023	R2200	F	Y
	Anela Lupuwana	Vernon Systems Training	Vernon Systems	October to December 2023	R700	F	Y
	Zongezile Matshoba	Beyond the Call: Human Touch Meets AI for Unmatched CX [customer experience]	Zoom	7 December 2023	Free	M	-

4.	Name	Training course/conference/ webinar	Service provider/convenor	Date(s)	Cost	Gender	Youth
Quarter 4							
	Ayanda Simangweni	ISEA Creative Writing Short Course	ISEA, Rhodes University	March – August 2024	R900	M	Y
	Lwazi Bhengu	ISEA Creative Writing Short Course	ISEA, Rhodes University	March – August 2024	R900	M	Y
	Patricia Peterson	ISEA Creative Writing Short Course	ISEA, Rhodes University	March – August 2024	R900	F	-
	Nozipho Madinda	ISEA Creative Writing Short Course	ISEA, Rhodes University	March – August 2024	R900	F	
	Anela Lupuwana	ISEA Creative Writing Short Course	ISEA, Rhodes University	March – August 2024	R900	F	Y
	Anela Lupuwana	Reimagining Heritage, Archives, and Museums: Today/Tomorrow Convening	IQOQO/ IFAS (French Institute in South Africa)	13-15 February 2024	-	F	Y
	Crystal Warren	Reimagining Heritage, Archives, and Museums: Today/Tomorrow Convening	IQOQO/ IFAS (French Institute in South Africa)	13-15 February 2024	-	F	-
	Marike Beyers	Metadata in a digital space: Data about your digitised collections	LIASA: IBBIS (Interest Group for Bibliographic Standards)	27 February 2024	-	F	-
	Thomas Jeffery	'AM Quartex' Collections Management Software	Africa Media Online	23 February 2024	-	M	-

3.1.3 Sub-programme: Marketing and communication

Outcomes, outputs, output indicators, targets and actual achievements

To promote the museum to visitors and potential visitors			
Programme impact statement			
Outcome	Outputs	Output indicators	Description of indicators
Increased visibility of Amazwi	Online content and website functionality	Number of new posts	New website postings
	Media value produced (yielded?)	Monthly reports on usage	Reports on website and social media hits
	Festivals and expos	Number of media value reports	Monitoring of media presence and calculation of value produced
	Visitors to, and users of, the museum	Number of festivals and expos attended	Literary or cultural festivals, tourism expos etc. attended by Amazwi
		Number of museum visitors and museum users	Ordinary visitors, educational visitors and visitors associated with functions and events

N°	Indicators	Actual/audited		Estimated performance	Annual targets MTEF period		
		2020/21	2021/22		Planned target	Actual achievement	Deviation from planned target Comments on deviation
5.	Number of new website posts	Basic website completed	Dynamic, interactive features implemented	10 YouTube videos, 1 e-book, 5 digital exhibitions	12 new content elements posted	12 new content elements posted	-
6.	Monthly reports on usage	No baseline (new indicator)	No baseline (new indicator)	No baseline (new indicator)	12 monthly reports	12 monthly reports	-
7.	Number of media value reports	No baseline (new indicator)	No baseline (new indicator)	No baseline (new indicator)	12 monthly reports	4 monthly reports	-8 There was a delay in developing the relevant specification for the services required due to lack of media expertise capacity within the Museum. As a result, the tender was issued later in the year. Following the procurement process, the media monitoring service provider was appointed in December 2023.

N°	Indicators	Actual/audited			Estimated performance	Annual targets MTEF period		
		2020/21	2021/22	2022/23		Planned target	Actual achievement	Deviation from planned target
8.	Number of festivals and expos attended	-	3	5	4	8	+4	There has been growing number of literary festivals around the country - attended to promote and increase visibility of Amazwi as a seat of literary works.
9.	Number of museum visitors and museum users	No baseline (new indicator)	No baseline (new indicator)	No baseline (new indicator)	10 000	22 649	+12 649	The Dr Sindiwe Magona Exhibition Launch in conjunction with the 200 Year Celebration of isiXhosa event as well as other museum programmes contributed positively to the number of visitors for the period under review.

5.	Title/description of new website content	Date posted
Quarter 1		
	News SA Festival of Children’s Literature	11 May 2023
	News updates	June 2023
Quarter 2		
	Monthly news posts https://amazwi.museum/news	July 2023
	Monthly news posts https://amazwi.museum/news	August 2023
	Exhibition posts https://exhibitions.amazwi.museum/index.php/stories/sindiwe-magona	September 2023
	Monthly news posts https://amazwi.museum/news	September 2023
Quarter 3		
	Monthly news posts https://amazwi.museum/news	October 2023

5.	Title/description of new website content	Date posted
Monthly news posts	https://amazwi.museum/news	November 2023
Monthly news posts	https://amazwi.museum/news	December 2023
Quarter 4		
Monthly news posts	https://amazwi.museum/news	January 2024
Monthly news posts	https://amazwi.museum/news	February 2024
Monthly news posts	https://amazwi.museum/news	March 2024

6.	Monthly reports on usage	New users	Date
Quarter 1			
Website analytics report		215	30 April 2023
Website analytics report		241	31 May 2023
Website analytics report		274	30 June 2023
Quarter 2			
Website Analytic Report		261	31 July
Website Analytic Report		345	31 August
Website Analytic Report		289	30 September
Quarter 3			
Number of website users		300	31 October 2023
Number of website users		204	30 November 2023
Number of website users		156	31 December 2023
Quarter 4			
Number of website users		264	31 January 2024
Number of website users		269	29 February 2024
Number of website users		298	31 March 2024

7.	Number of media value reports
	October 2023
	January 2024
	February 2024
	March 2024

8.	Literary/cultural festivals, tourism expos etc. attended	Province	Target market/ audience	Attendee(s)	Date
Quarter 1					
	SA Festival of Children's Literature	Western Cape	Children/ people working in children's literature field	Crystal Warren	5-7 May 2023
	Schreiner Karoo Writers Festival	Cradock, Eastern Cape	Authors and readers	Marike Beyers, Lynne Grant, Anela Lupuwana, Nozipho Madinda, Crystal Warren, Sithembele Xhegwana, Zongezile Matshoba	15-17 June 2023
	Litfest	Eastern Cape	Authors and readers	Zongezile Matshoba, Nozipho Madinda, Ayanda Simangweni	28-30 June 2023
Quarter 2					
	Durban International Book Fair https://www.durbanbookfair.co.za/	KwaZulu-Natal	Authors, Public	Zongezile Matshoba, Nozipho Madinda, Ayanda Simangweni	8 – 13 August 2023
	Etienne van Heerden Veldsoiree https://www.litnet.co.za/die-program-the-programme-etienne-van-heerden-veldsoiree-22-24-september-2023/	Cradock, Eastern Cape	Authors, Public	Marike Beyers, Crystal Warren, Lwazi Bhengu	22 September 2023
Quarter 3					
	Mandela Bay Book Fair	Gqeberha, Eastern Cape	Writers, Public	Lwazi Bhengu, Kenneth Zuzile	15 – 16 November 2023

8.	Literary/cultural festivals, tourism expos etc. attended	Province	Target market/ audience	Attendee(s)	Date
Quarter 4					
	Harry Printers Local Authors Expo	Buffalo City, Eastern Cape	Authors, Publishers, Public	Zongezile Matshoba, Nozipho Madinda,	08 March 2024
	Eastern Cape Provincial Book Fair	Buffalo City, Eastern Cape	Authors, Publishers, Public	Zongezile Matshoba, Nozipho Madinda,	9 March 2024

9. Number of museum visitors and users																
Quarter 1																
9.	Description	Verification sources	Amazwi			Eastern Star			Schreiner House			Off-site event			Total	
			Apr	May	Jun	Apr	May	Jun	Apr	May	Jun	Apr	May	Jun		
	Ordinary visitors Amazwi	Tickets issued	446	1056	3049										4551	
	Ordinary visitors Schreiner House	Tickets issued							49	42	38				129	
	Ordinary visitors Eastern Star	Tickets issued														
	Attendees at events Amazwi	Registers	-	103	264					3	188				558	
	Learners in education programmes	Booking forms	42	448	90		4				18		93	41	736	
	Visiting/external researchers	Request forms	9	8	5										22	
	Users/venue hire	Contracts/registers	408	430	247						58				1143	
	Sub-Total		905	2045	3655		4		49	45	302		93	41	7139	

Quarter 2																
9.	Description	Verification sources	Amazwi			Eastern Star			Schreiner House			Off-site event			Total	
			July	Aug	Sep	July	Aug	Sep	July	Aug	Sep	July	Aug	Sep		
	Ordinary visitors Amazwi	Tickets issued	444	589	602							148		480	2263	
	Ordinary visitors Schreiner House	Tickets issued							68	54	42				164	
	Ordinary visitors Eastern Star	Tickets issued														
	Attendees at events Amazwi	Registers	36	233	21					4					294	
	Learners in education programmes	Booking forms	179	432	554					55	48				1268	

Quarter 2																
9.	Description	Verification sources	Amazwi			Eastern Star			Schreiner House			Off-site event			Total	
			July	Aug	Sep	July	Aug	Sep	July	Aug	Sep	July	Aug	Sep		
	Visiting/external researchers	Request forms	1	4	5										10	
	Users/venue hire	Contracts/registerers	336	720	510				36	103	68				1773	
	Sub-Total		996	1978	1692				104	216	158	148	480		5772	

Quarter 3																
9.	Description	Verification sources	Amazwi			Eastern Star			Schreiner House			Off-site event			Total	
			Oct	Nov	Dec	Oct	Nov	Dec	Oct	Nov	Dec	Oct	Nov	Dec		
	Ordinary visitors Amazwi	Tickets issued	946	850	125										1921	
	Ordinary visitors Schreiner House	Tickets issued							61	40	39				140	
	Ordinary visitors Eastern Star	Tickets issued														
	Attendees at events Amazwi	Registers	250	246	-				5	-	8				509	
	Learners in education programmes	Booking forms	54	200								45			299	
	Visiting/external researchers	Request forms	2	5	5										12	
	Users/venue hire	Contracts/registerers	928	638	46					12					1624	
	Sub-Total		2180	1939	176				66	52	47	45			4505	

Quarter 4																
9.	Description	Verification sources	Amazwi			Eastern Star			Schreiner House			Off-site event			Total	
			Jan	Feb	Mar	Jan	Feb	Mar	Jan	Feb	Mar	Jan	Feb	Mar		
	Ordinary visitors Amazwi	Tickets issued	54	891	231								313	1 037	2 526	
	Ordinary visitors Schreiner House	Tickets issued								48	32				80	
	Ordinary visitors Eastern Star	Tickets issued														
	Attendees at events Amazwi	Registers	-	25	167										192	
	Learners in education programmes	Booking forms	441	1 038	506					12	120				2117	
	Visiting/external researchers	Request forms	2	3	2										7	
	Users/venue hire	Contracts/registerers	27	147	97				17	23					311	
	Sub-Total		524	2104	1003				17	83	152		313	1 037	5233	
	Grand Total		4605	8066	6526		4		236	396	659	193	406	1558	22 649	

Strategy to overcome areas of under-performance

Amazwi achieved seven out of nine performance indicators in the Administrative Division, demonstrating a strong commitment to operational excellence. In preparation for the 2024/25 Annual Performance Plan, Amazwi undertook a thorough review of its performance targets, culminating in the revision of the performance target for the “catalogue linked to website” performance indicator to ensure alignment.

Furthermore, Amazwi will undertake an update of its Supply Chain Management Policy to incorporate the preferential procurement point system for transactions exceeding R2,000. Additionally, Amazwi has secured a contractual agreement to produce 12 media value reports.



Education Officer at Amazwi, Nozipho Madinda addressing learners at the 2024 Puku Storytelling Festival

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.

Outcomes, outputs, output indicators, targets and actual achievements

Purpose		To collect, conserve, research and curate South African literary artefacts and related materials	
Programme impact statement		A developing collection of South African literary artefacts and related materials that is curated and made accessible	
Outcome	Outputs	Output indicators	Description of indicators
A body of knowledge on South African literary heritage	Research on the collections	Number of research articles and conference papers	Research articles submitted for publication and conference papers presented
	Meetings of experts	Number of meetings of experts	Meetings of experts hosted by Amazwi
	Maintenance and monitoring of environmental conditions	Number of condition monitoring reports	Collections' environment maintained and monitored at optimal conditions
Conserved collections	Sample audits of collections	Sample audit reports	Sample audits of the collections for verification and condition assessment
Catalogue of collections accessible online	Catalogue of collections in web-enabled format	Catalogue linked to website	Museum collections catalogued, migrated to new collections management system in web-enabled format and linked to website

N°	Indicators	Actual/audited				2023/24		
		2020/21	2021/22	2022/23	Planned target	Actual achievement	Deviation from planned target	Comments on deviation
10.	Number of research articles and conference papers	7	10	16	12	12	-	-
11.	Number of meetings of experts	1	2	2	3	3	-	-
12.	Number of condition monitoring reports	No baseline (new indicator)	12 monthly condition monitoring reports	12 monthly condition monitoring reports	12 monthly condition monitoring reports	12 monthly condition monitoring reports	-	-
13.	Sample audit reports	No baseline (new indicator)	No baseline (new indicator)	No baseline (new indicator)	4 sample audit reports	4 sample audit reports	-	-
14.	Catalogue linked to website	Various collections management systems investigated	New collections management system procured	New collections management system 100% operational	Sample verification of catalogue data	Sample verification of catalogue data done	The catalogue is not yet linked to the website.	During the period under review, Amazwi on verifying catalogue data in the new collection management system to ensure that data conversion from the old collection management system was done in a complete and accurate manner.

Research conference papers presented				
Presenter	Title	Conference/meeting		Date presented
Sithembele Xhegwana	Story Telling as a Community Based Healing Mechanism	Rhodes University Community Engagement Symposium		9 May 2023
Marike Beyers	Historical Fiction as a Conversation with the Present: Dalene Matthee's 'Forest Novels'	SA Society for Cultural History Conference: The dialogue between the past and the present and the relevance for cultural history		19 May 2023
Sithembele Xhegwana	Defending 'Sacred' Spaces of Indigenous Cultural Systems in Literary Spaces	Servants of Africa – African Languages in the 21 st Century Conference (Sol Plaatje University)		8 September 2023
Anela Lupuwana	A Creative Approach towards Sustainability: The Contribution of Amazwi South African Museum of Literature	87 th SAMA National Conference		4 October 2023

10. Research conference papers presented			
Presenter	Title	Conference/meeting	Date presented
Anela Lupuwana (co-presented with Khaulah Abdulkadir)	Challenges and Opportunities Associated with Digitization Efforts in Kenya and South Africa: The case of Lamu World Heritage Site and Amazwi South African Museum of Literature	Reimagining Heritage, Archives, and Museums Today/Tomorrow Convening.	14 February 2024
Marike Beyers	“So we can play and laugh, and do the work that needs to be done”: Ecological Concerns in Julia Martin’s Work	Literary Heritage Ecology conference	20 March 2024
Anela Lupuwana	The United Nations Sustainable Development Goals, Indigenous Knowledge and the Conservation of Natural Heritage	Literary Heritage Ecology conference	20 March 2024

10. Research articles submitted and accepted			
Author	Research article title/chapter	Journal/book	Date accepted
Crystal Warren	South Africa (bibliography and introduction)	<i>Journal of Commonwealth Literature</i>	31 July 2023
Marike Beyers	Historical Fiction as a Conversation with the Present: Dalene Matthee’s ‘Forest Novels’	<i>South African Journal of Cultural History</i> (SAJCH)	15 June 2023
Thomas 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> , edited by Joanna Godlewicz-Adamiec and Monika Stobiecka. To be published by University of Warsaw Press	14 June 2023
Andrew Martin	A Bibliography of Poetry by Black South African Women in Exile (1968-2020)	<i>The Black Archival Imagination</i>	30 November 2022
Anela Lupuwana	Museums, Sustainability and Society: The Creative Approach of Amazwi South African Museum of Literature	SAMAB 45	December 2023

11.	Meetings of experts	Target audience	Date	Number of attendees	Number of papers presented
Quarter 3					
	IsiXhosa 200 Years: Celebration of isiXhosa as a Written Language	Academics, learners, readers and writers of isiXhosa literature	16 November 2023	124	5
Quarter 4					
	Literature, Heritage, Ecology Conference	Researchers, scholars and practitioners in the literary and heritage fields	19-20 March 2024	81	22
	Meeting to discuss Wordfest and literary activities during the National Arts Festival	Organisers of literary and cultural events	26 March 2024	8	
12 Condition Monitoring Reports					
1	April 2023 Condition Monitoring Report		7	October 2023 Condition Monitoring Report	
2	May 2023 Condition Monitoring Report		8	November 2023 Condition Monitoring Report	
3	June 2023 Condition Monitoring Report		9	December 2023 Condition Monitoring Report	
4	July 2023 Condition Monitoring Report		10	January 2024 Condition Monitoring Report	
5	August 2023 Condition Monitoring Report		11	February 2024 Condition Monitoring Report	
6	September 2023 Condition Monitoring Report		12	March 2024 Condition Monitoring Report	
13 Sample audit reports					
1	Q1 Collection audit report				
2	Q2 collection audit report				
3	Q3 collection audit report				
4	Q4 collection audit report				
14. Verification of catalogue data					
	Catalogue Data Verification Report				

Strategy to overcome areas of under performance

Amazwi achieved four out of five performance indicators in the Curatorial Division. In preparation for the 2024/25 Annual Performance Plan, Amazwi undertook a thorough review of its performance targets, culminating in the revision of the performance target for the “catalogue linked to website” performance indicator to ensure alignment.

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.

Outcomes, outputs, output indicators, targets and actual achievements

Purpose	To produce exhibitions and present educational programmes and events		
Programme impact statement	Access to South African literary heritage and appreciation of its quality and diversity		
Outcome	Outputs	Output indicators	Description of indicators
Access through the medium of exhibitions	Exhibitions	Number of new exhibitions produced	On-site exhibitions, external exhibitions, periodic/thematic exhibitions and e-exhibitions
Access through educational and public programmes	Educational programmes	Number of educational programmes presented	On-site educational tours and workshops and outreach programmes to schools, institutions of higher learning and community groups
	Events	Number of events hosted	Heritage events, public performances and book launches presented by Amazwi
Mutually beneficial partnerships	Collaborative events and programmes	Number of collaborative events and programmes	Collaborations with other museums, educational institutions, governmental and non-governmental organisations

Nº	Indicators	Actual/audited			2023/24		
		2020/21	2021/22	2022/23	Planned target	Actual achievement	Deviation from planned target
15.	Number of new exhibitions produced	1	2	5	6	6	-
16.	Number of educational programmes presented	No baseline (new indicator)	No baseline (new indicator)	No baseline (new indicator)	80	102	+22
							The variance is attributable to a notable increase in the demand for educational programmes based on the Dr Magona exhibition. The increase is also attributable to the book reviews.

N°	Indicators	Actual/audited			2023/24		
		2020/21	2021/22	2022/23	Planned target	Actual achievement	Deviation from planned target
17.	Number of events hosted	3	36	32	32	38	+6
18.	Number of collaborative events and programmes	2	4	5	6	8	+2

The deviation is attributable to the improved demand in events hosted at Amazwi

The variance is attributable to additional collaborative opportunities such as the 200 Years Celebration of isiXhosa as Written Language and the Rerouting Storytelling Festival with KwaZulu-Natal Museum.

15.	Title of new exhibitions completed	Type	Installation venue
Cycles		Temporary	Amazwi Upper Foyer
Children's Literature		Temporary	Amazwi Upper Gallery
Sindiwe Magona: A Conscience for the Nation https://amazwi.museum/exhibit?post=Sindiwe-Magona-%7C-A-Conscience-for-the-Nation		Temporary Exhibition	Amazwi Upper Gallery
Book Launches at Amazwi		Digital Exhibition	Amazwi
isiXhosa Classics		Digital Exhibition	Amazwi
Dusklands at 50		Temporary exhibition	University of Western Cape

16.	Education programmes presented			Number of learners*	Date
School	Grade(s)	Programme			
Ntaba Maria Primary	2	General tour and storytelling		42	4 April 2023
Ntaba Maria Primary	3	General Tour and Storytelling (Book: <i>Cry Baby</i> by Lyn Kramer)		47	3 May 2023
Ntaba Maria Primary	3	General tour and storytelling		43	4 May 2023
Ntaba Maria Primary	3	General Tour and Storytelling (Book: <i>Cry Baby</i> by Lynn Kramer)		43	5 May 2023
College of Benedict and St Johns University/American study abroad	Students	General Tour		11	5 May 2023

16. Education programmes presented				
School	Grade(s)	Programme	Number of learners*	Date
Ntaba Maria Primary	2	General Tour and Storytelling (<i>A Day Like Any Other</i> by Rita V. Hursh: <i>Sleeping with painful Heart</i>)	43	8 May 2023
Ntaba Maria Primary	2	General Tour and Storytelling (<i>February</i> by Rita V. Hursh: <i>Working with 20 cows</i>)	43	9 May 2023
Inkululeko (University of Michigan, USA)	Students	General Tour	21	9 May 2023
Ntaba Maria Primary	2	General Tour and Storytelling	41	10 May 2023
Ntaba Maria Primary	8 - 10	IMD teaching Humanature Exhibition	71	10 May 2023
Ntaba Maria Primary	R	General Tour and Storytelling (<i>Ulovane oluculayo</i> by Gcina Mhlophe: and the song Rolly Polly)	40	11 May 2023
Paul Saur High	10 & 11	General Tour	63	12 May 2023
Makana Primary	6 & 7	Outreach- IMD, Humanature and storytelling	23	16 May 2023
Masakhane Farm School	6 & 7	Outreach- IMD, Humanature and storytelling	70	17 May 2023
Rhodes University Journalism Department	Students	Eastern Star Tour	4	19 May 2023
EC Department of Sport, Recreation, Arts and Culture	10 & 11	Take a child to work campaign	25	26 May 2023
Nojolli Primary	7	Online Lesson. The Voices of the Land Exhibition and story <i>Cry Baby</i> by Lynn Kramer	41	1 June 2023
Kingswood College	9	General tour of the Voices of the Land exhibition	90	9 June 2023
Lingelihle Old Age Care Centre	Adults	World Elderly Abuse Awareness Day and Storytelling	18	15 June 2023
Dept Social Development	Adults	Storytelling at Mandela Day	40	17 July 2023
St Andrew's College & DSG	9	Diversity and Belonging	140	19 July 2023
Walter Sisulu University EL Branch	Students	General Tour of Amazwi	39	26 July 2023
Hendrik Kanise High	9	Literary Legends & Storytelling (<i>Buzani Kubawo</i> by W.k Tamsanqa and <i>Ingqumbo yeminyanya</i> by A.C Jordan), Poetry and reading)	80	28 July 2023
George Jacques Primary	7	Historical Background of Amazwi & Storytelling (<i>The Best Meal Ever</i> by Sindiwe Magona and <i>The Day Gogo went to Vote</i> by Elinor Batezar Sisulu and reading)	28	28 July 2023
Ntaba Maria Primary	7A	Plant Identification and Amazwi Indigenous Plants	45	1 August 2023
Ntaba Maria Primary	7B	Plant Identification and Amazwi Indigenous Plants	44	03 August 2023

16. Education programmes presented				
School	Grade(s)	Programme	Number of learners*	Date
Bhekamakhosi Primary Outreach KZN @ Amafa Research Institute	6 & 7	Humanature Exh. & storytelling (<i>Best Meal Ever</i> by Sindiwe Magona, <i>Once Upon a Time</i> by Nikki Daly)	34	10 August 2023
Makhosini Primary Outreach KZN @ Amafa Research Institute	6 & 7	Humanature Exh. & storytelling (<i>Best Meal Ever</i> by Sindiwe Magona, <i>Once Upon a Time</i> by Nikki Daly)	98	10 August 2023
Nkamelwane Primary Outreach KZN @ Amafa Research Institute	6 & 7	Humanature Exh. & storytelling (<i>Best Meal Ever</i> by Sindiwe Magona, <i>Once Upon a Time</i> by Nikki Daly)	104	11 August 2023
Jongimfundo Primary Outreach KZN @ Amafa Research Institute	6 & 7	Humanature Exh. & storytelling (<i>Best Meal Ever</i> by Sindiwe Magona, <i>Once Upon a Time</i> by Nikki Daly)	76	11 August 2023
Taleni SPS Idutywa	5,6 & 7	Museum Tour – Voices of the land, Cycles, Children's Literature, Garden Tour and storytelling	31	25 August 2023
Ntaba Maria Primary	6A	AmaXhosa Foodways Focus Week & Museum Tour	46	05 August 2023
Thabane High School, Kimberley,	11	Outreach Programme – online / virtual tour of Amazwi	58	05 September 2023
Dr EP Lekhela High, Kimberley,	9B	Outreach Programme – online / virtual tour of Amazwi	35	05 September 2023
Dr EP Lekhela High, Kimberley,	8B	Outreach Programme – online / virtual tour of Amazwi	38	05 September 2023
Dr EP Lekhela High, Kimberley,	9D	Outreach Programme – online / virtual tour of Amazwi	34	05 September 2023
Vuyolwethu High School, Kimberley,	10	Outreach Programme – online / virtual tour of Amazwi	60	05 September 2023
Ntaba Maria Primary	6B	AmaXhosa Foodways Focus Week & Museum Tour	46	06 September 2023
Ntaba Maria Primary	6C	AmaXhosa Foodways Focus Week & Museum Tour	46	07 September 2023
St Patrick's CBC School, Kimberley,	7 - 11	Outreach Programme	35	07 September 2023
Walter Sisulu University (Butterworth)	Students	Museum Tour & Garden Tour	50	07 September 2023
Kuyasa Special School		AmaXhosa Foodways Focus Week & Museum Tour	45	08 September 2023
Amasango Career School		AmaXhosa Foodways Focus Week & Museum Tour	39	11 September 2023
Kingswood College	7	AmaXhosa Foodways Focus Week & Museum Tour	11	11 September 2023
Makana Primary	1	AmaXhosa Foodways Focus Week & Museum Tour	50	12 September 2023
Makana Primary	7	AmaXhosa Foodways Focus Week & Museum Tour	40	13 September 2023

16. Education programmes presented				
School	Grade(s)	Programme	Number of learners*	Date
Mary Waters	9	Amazwi & KZN Re-Routing Storytelling Festival	16	15 September 2023
Nathaniel Nyaluza	9		13	
Nombulelo Secondary	9		16	
Khutliso Daniels	9		15	
Ntsika Secondary	9		14	
Kings Kidz Primary	5	Educational Tour & Storytelling	21	26 September 2023
Victoria Primary	7	Educational Tour & Storytelling	58	27 September 2023
St Luke Primary	5 – 7	General Tour of Amazwi	54	02 October 2023
Capstone Primary	6 – 7	Historical Background of Amazwi & Storytelling	45	31 October 2023
College of the Transfiguration	Adults	General Tour of Amazwi: • Voices of the Land • Cycles Sindiwe Magona Exhibition	9	06 November 2023
Fikizolo Primary	1 – 4	Historical Background of Amazwi, Storytelling & Museum tour	155	07 November 2023
Samuel Ntlebi Primary	5	Historical Background of Amazwi, Storytelling & Museum tour	36	07 November 2023
Capstone Primary	5	Storytelling & Poetry <i>The Best Meal Ever and Dassie missed its Tail.</i> Outreach	40	22 January 2024
Makana Primary	6	Storytelling & Poetry <i>The Best Meal Ever</i> and <i>Why I write.</i> Outreach	39	23 January 2024
Fikizolo Primary	6	Storytelling & Poetry <i>Dassie Missed its Tail</i> and <i>Why I write.</i> Outreach	39	23 January 2024
Kuyasa Special School		Storytelling & Poetry and Dr Magona Exhibition. <i>The Stranger and his Flute.</i> Inhouse	40	26 January 2024
Amasango Career	6	Storytelling & Poetry and Dr Magona Exhibition. <i>Buhle the Calf of Many Colours. Please, Take Photographs.</i>	19	26 January 2024
Holy Cross		Storytelling and Sindiwe Magona Exhibition	47	26 January 2024
Masakhane Farm	6	Storytelling & Poetry. <i>The stranger and his flute.</i> (Outreach)	72	29 January 2024
Ntaba Maria	3	Storytelling & Poetry and Dr Magona Exhibition. <i>Nokulunga, Mother of Goodness. The Great Learning.</i> (In-house)	47	29 January 2024

16. Education programmes presented				
School	Grade(s)	Programme	Number of learners*	Date
Ntaba Maria	3	Storytelling & Poetry and Dr Magona Exhibition. <i>Dassie Missed its Tail. A Rock. In-house</i>	48	30 January 2024
Carlisle Farm	6	Storytelling & Poetry. <i>It takes a village. Books 'n Bricks at Manyano School. Outreach</i>	50	30 January 2024
Makana Primary	3	WRAD & Storytelling	30	06 February 2024
Makana Primary	7	WRAD & Storytelling	39	06 February 2024
St Andrews College	9	Diversity & Belonging	79	07 February 2024
N.V. Cewu Primary	6	General Tour	52	08 February 2024
Rhodes University English Honours	Students	Tour of Shreiner House	12	08 February 2024
Rhodes University	Students	Magona Exhibition	22	09 February 2024
Mary Waters High	10	WRAD & Tour	50	09 February 2024
George Dickerson Primary	6	Museum Tour	50	14 February 2024
Archie Mbolekwa Primary	5	Museum Tour	60	15 February 2024
St Mary's Primary	5	Museum Tour	50	15 February 2024
Archie Mbolekwa Primary	6	Storytelling & Tour	60	16 February .2024
Ntaba Maria Primary	6	Museum Tour	50	16 February 2024
Tyhilulwazi Pre-School	R	Storytelling & Rhymes(Outreach)	65	4 March 2024
T.E.M Mrwetyana Secondary	9	Museum Tour (In-house)	50	4 March 2024
Qhayiya Primary (Bathurst)	7	Storytelling, Poetry and Historical background of Amazwi (Outreach)	108	5 March 2024
Veilie High (Bathurst)	10	Book Review & Historical background of Amazwi(Outreach)	94	5 March 2024
Dambuza Primary (Port Alfred)	7	Storytelling, Poetry and Historical background of Amazwi (Outreach)	62	6 March 2024
Mtyobo Primary (Port Alfred)	7	Storytelling, Poetry and Historical background of Amazwi (Outreach)	98	6 March 2024
Kuyasa Combined (Port Alfred)	10	Book Review & Historical background of Amazwi(Outreach)	46	6 March 2024
Nompucuko Combined (Kenton)	7	Storytelling, Poetry and Historical background of Amazwi (Outreach)	70	7 March 2024
Ikamvalesizwe Combined (Kenton)	10	Book Review & Historical background of Amazwi(Outreach)	65	7 March 2024
Ntaba Maria Primary	2	Storytelling & Museum Tour (In-house)	40	8 March 2024
Rainbow Kidz	R	Storytelling & Museum Tour (In-house)	30	8 March 2024

16. Education programmes presented				
School	Grade(s)	Programme	Number of learners*	Date
Zweliyandila High (East London)	11 & 12	Book Review & Poetry (Outreach)	80	8 March 2024
Zamani Primary (East London: Provincial Book Fair)	7	Storytelling & Historical background of Amazwi (Outreach)	40	9 March 2024
Siyazama Pre-school	R	Storytelling & Historical background of Amazwi (Outreach)	46	11 March 2024
Nompumelelo Pre-school	R	Storytelling & Historical background of Amazwi (Outreach)	60	11 March 2024
Boy-Boy Mginywa Pre-school	R	Storytelling & Historical background of Amazwi (Outreach)	40	11 March 2024
Cradock Primary School	4	Olive Schriener	120	11 March 2024
Fort Brown Farm	4 – 7	Storytelling, Poetry and Historical background of Amazwi (Outreach)	25	12 March 2024
Fort Brown Farm	1 – 3	Storytelling, Poetry and Historical background of Amazwi (Outreach)	30	12 March 2024
Victoria Girls High	9	Museum Educational Tour (In-house)	50	12 March 2024
Graeme College	7	Museum Tour (In-house)	45	13 March 2024
Makana Primary	7	Museum Tour (In-house)	60	13 March 2024
Antic Centre	Old Age Centre	Myths, Storytelling & Reading (Outreach)	15	13 March 2024
Raglan Road Centre	Old Age Centre	Myths, Storytelling & Reading (Outreach)	28	13 March 2024
Thembeni Centre	Old Age Centre	Myths, Storytelling & Reading (Outreach)	50	14 March 2024
George Dickerson Primary	6	Educational Tour (In-house)	50	14 March 2024
Mary Waters High		Educational Tour (In-house)	65	14 March 2024
Luzuko Pre-school	R	Storytelling & Historical background of Amazwi (Outreach)	15	14 March 2024
Archie Mbolekwa Primary	6	Educational Tour (In-house)	48	15 March 2024
Nathaniel Nyaluza High	8	Educational Tour	68	15 March 2024

17. Amazwi events			
Event	Target audience	Venue	Number of attendees*
Book launch Kerry Hammerton, <i>afterwards</i>	Readers, writers, general public	Amazwi	25
Book launch Carol Leff, <i>The Afropolitan Flâneur in Literature</i>	Readers, writers, general public	Amazwi	67
Reddits Poetry Open Mic	Readers, writers, general public	Amazwi/hybrid	11

17. Amazwi events				
Event	Target audience	Venue	Number of attendees*	Date
Book launch Crystal Warren, <i>The Best Nest</i>	Children	Amazwi	17	01 June 2023
Amazwi Showcase @ SKWF 2023	Readers	Schreiner House	42	16 June 2023
Book launch Jimmy Simon, <i>Aandag</i>	Readers	Schreiner House	26	24 June 2023
CYCLES Walkabout	Visitors	Amazwi	22	24 June 2023
Book launch Dan Wylie, <i>Seven Southern African Poets and the Natural World</i>	Writers / readers	Amazwi	37	26 June 2023
CYCLES Walkabout	Visitors	Amazwi	82	27 June 2023
Book launch UFS African Languages Press, multiple authors	Writers / readers	Amazwi	39	27 June 2023
Book launch Lungisile Mselana, <i>Yaqhekeke ingqayi</i> and Sithembele Xhegwana, <i>Dark Lines of History</i>	Writers / readers	Amazwi	30	28 June 2023
Open Mic	Poets	Schreiner House	7	29 June 2023
Book Launch Vusumuzi Khumalo, new edition of <i>Familiarity is the Kingdom of the Lost</i> by Dugmore Boetie	Writers / readers	Amazwi	20	29 June 2023
Book launch Madoda Ndlakuse, <i>Ndiyaqal'ukuyibona Le</i> and Zongezile Matshoba, <i>Ha! Ha! Ha!</i>	Writers / readers	Amazwi	17	30 June 2023
Book launch, Buntu Fihla, <i>Dlala Indima</i>	Visual Artists, Public	Amazwi (during NAF 2023)	36	01 July 2023
Open Mic	Public	Schreiner House, Cradock	4	03 August 2023
Book launch, Julian Cobbing, <i>Growth, Growth, Growth</i>	Public	Amazwi	63	23 August 2023
Book launch, Ramie Xonxa, <i>Masichube Isikhwebu</i>	Public	Amazwi	170	29 August 2023
Book launch, Dr Andile M-Afrika, <i>The Black Consciousness Project</i> (4 Pocket Size Books)	Public	Amazwi / Hybrid (streamed)	21	12 September 2023
Amazwi Annual Heritage Carnival 2023	Traders / Public	Amazwi	-	25 September 2023

17. Amazwi events				
Event	Target audience	Venue	Number of attendees*	Date
Book launch, Dr Sindiwe Magona, <i>Sindiwe's Gift</i> and <i>I Write the Yawning Void</i>	Public	Amazwi	39	28 September
Launch of Sindiwe Magona Exhibition, 'A Conscience of the Nation'	Public	Amazwi / Hybrid (streamed)	-	29 September 2023
Open Mic Poetry	Poets / Public	Schreiner House	5	5 October 2023
<i>Ons Klynjij</i> Launch & Redditt's Poetry	Authors / Public	Amazwi	35	31 October 2023
Book Launch Anton Krueger, <i>Everybody is a Bridge</i>	Authors / Public	Amazwi	57	09 November 2023
Open Mic Poetry	Poets / Public	Schreiner House	8	14 December 2023
Dr Sindiwe Magona Outreach Programme	Schools / Public	Gungululu, Tsolo	130	01 February 2024
Book Launch Nick Norman, <i>The Woodpecker Mystery</i>	Authors / Public	Amazwi	25	08 February 2024
Book Launch Neville Prinsloo	Authors / Public	Schreiner House	17	09 February 2024
30 Celebration of 30 Years of Democracy and 34 Years of the Release of Nelson Mandela: A Round-Table Discussion	Public	Fort Beaufort	125	15 February 2024
Amazwi Puku Storytelling Festival	Schools / Authors / Public	Amazwi	496	21 February 2024
"The Rise of Maqoma" (play) by Nandi Jola	Theatre / Public	Amazwi	43	23 February 2024
Reddits Poetry	Poets and Public	Amazwi / Virtual	12	29 February 2024
Sarah Baartman District Library Week / Unathi Nciweni	Schools / Public	Kenton-on-Sea	150	07 March 2024
Eastern Cape Book Fair / Lumkile	Authors / Publishers / Public	Miriam Makeba Centre, University of Fort Hare (EL)	135	09 March 2024
DSRAC Provincial Library Week / Nolwazi Somhlahlo	Schools / Public	Welcome Baskiti Public Library, Cookhouse	500	16 March 2024
World Poetry Day	Schools	Youth Hub, Joza	40	18 March 2024
Literature, Heritage, Ecology Conference	Speakers / Public	Amazwi / Virtual	80	19 March 2024
Environment Poetry Reading	Authors / Public	Amazwi	11	19 March 2024
Film Screening, !AITSA / Prof. Alette Schoon	Public, Khoikhoi Community	Amazwi	56	20 March 2024
Reddits Poetry	Poets and Public	Amazwi / Virtual	20	22 March 2024

18.	Collaborative events and programmes					
	Co-branded event or government-led event	Co-branded partner/convenor or government department	Target audience	Venue	Number of attendees*	Date
	International Museum Day	International Museum Day in collaboration with DSRAC (Sarah Baartman District)	Learners and educators	Amazwi	71	10 May 2023
	Provincial International Museum Day	International Museum Day in collaboration with DSRAC Eastern Cape	Learners and educators	Albany Museum, Makhanda	96	23-24 May 2023
	Schreiner Karoo Writers Festival	Schreiner Karoo Writers Festival / AVBOB / local organising committee	General public, authors and readers	Schreiner House and Victoria Hotel, Cradock	500	15-17 June 2023
	Litfest	DSRAC Eastern Cape	Writers	Amazwi	377	28-30 June 2023
	Fundza Mzansi District Eliminations	DSRAC (Sarah Baartman District)	Book Clubs	Amazwi	46	26 July 2023
	Annual Re-routing Storytelling Festival	KwaZulu-Natal Museum	High Schools	Amazwi	74	15 September 2023
	Dr Sindiwe Magona' 80 th Birthday Celebration / Launch of Masifunde Sonke Programme	Rhodes University / Puku Foundation	Authors, University Students (BEd), Public	Amazwi / Hybrid	150	29 September 2023
	isiXhosa 200 Years: Celebration of isiXhosa as a Written Language	DSRAC, Rhodes University, Makana Libraries, South African Library for the Blind (SALB)	isiXhosa audience, academics and writers	Amazwi	124	16 November 2023
	Puku Storytelling Festival	Puku Foundation	Primary and high school learners	Amazwi	496	21 – 22 February 2024



Crystal Warren talking about youth literature at the 2023 Schreiner Karoo Writers Festival in Nxuba (Craddock)



Bettina Wyngaard and Eben Venter at the Etienne van Heerden Veldsoirée, Nxuba (Craddock), September 2024



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 2023/24 was submitted to the Department of Sport, Arts and Culture and tabled in Parliament by the Minister on 31 March 2023.

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	8 Dec 2024	9	7
Member	Mr A.K. Gontse	15 Jun 2021	8 Dec 2024	9	8
Member	Mr M.S. Ditlhake	1 Dec 2020 (second term)	8 Dec 2023	9	2
Member	Ms H. Erdmann	1 Dec 2020	8 Dec 2024	9	7
Member	Ms N.A. Jansen	15 Jun 2021	8 Dec 2024	9	4
Member	Mr T.F. Lungile	1 Dec 2020 (second term)	8 Dec 2023	9	2
Member	Mr H. Matlou	1 Dec 2020	8 Dec 2023	9	2
Member	Ms L. Mvanana	1 Dec 2020	8 Dec 2024	9	6
Member	Dr N.H. Rasana	1 Dec 2020	19 May 2024 (deceased)	9	8
Member	Adv. S. Magaqa	9 Dec 2023	8 Dec 2024	3	3
Member	Mr O. Motaung	9 Dec 2023	8 Dec 2024	3	3

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: Southern African Journal of Environmental Education (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
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)
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

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
Adv. S. Magaqa	B Proc Degree from Walter Sisulu University (formerly University of Transkei) LLB from Wits University	Council Member: Msunduzi Museum	Member: Human Resources Committee, Msunduzi Museum Chairperson: Core Functions Committee, Msunduzi Museum
Mr O. Motaung	BA in Dramatic Arts, MA in Film & TV from Wits University Area of Expertise: Creative Arts, Social Activism, Curation, Financial Management, Project Management, Heritage studies, Governance	ASSITEJ South Africa, Performance Studies Institute	National Arts Council Advisory panel

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 (until 8 December 2023)
		Ms L. Mvanana	Member
		Adv. S. Magaqa	Member
		Mr O. Motaung	Member
		Dr N.H. Rasana	Member (until 19 May 2024)
Human Resources and Governance Committee	4	Adv. S. Magaqa	Chairperson (w.e.f. 31 May 2024)
		Dr N.H. Rasana	Chairperson (until 19 May 2024)
		Mr A.K. Gontse	Member
		Ms L. Mvanana	Member
Finance, Information Technology and Infrastructure Committee	3	Ms N.A. Jansen	Chairperson (w.e.f. 2 February 2024)
		Mr M.S. Dithake	Chairperson (until 8 December 2023)
		Mr A.K. Gontse	Member
		Ms H. Erdmann	Member
		Mr O. Motaung	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	Meetings R	Other re-imbursements R	Total R
Dr L.S. Masuku	57 172	-	57 172
Mr A.K. Gontse	84 301	-	84 301
Mr M.S. Dithake	25 091	-	25 091
Ms H. Erdmann	48 646	-	48 646
Ms N.A. Jansen*	-	-	-
Mr T.F. Lungile*	-	-	-
Mr H. Matlou*	-	-	-
Ms L. Mvanana	34 836	-	34 836
Dr N.H. Rasana	69 048	-	69 048
Adv. S. Magaqa	9 414	-	9 414
Mr O. Motaung	6 614	-	6 614

*Members do not receive remuneration, as they are employed by organs of state.

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 2024/25. 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	-	9	9
Member	Mr D.S. Thwala	1 Feb 2022	-	9	5
Member	Ms A. van der Merwe	1 Feb 2022	-	9	9
Council representative	Mr M.S. Ditlhake	26 Mar 2018	8 December 2023 (term end)	9	3
Council representative	Ms N.A. Jansen	16 Jun 2021	-	9	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
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	Meetings R	Other re-imbursements R	Total R
Mr V. Magan	191 181	-	191 181
Mr D.S. Thwala*	-	-	-
Ms A. van der Merwe	48 564	-	48 564

*Member does not receive remuneration, as he is employed by an organ of state.

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.

13. Company Secretary

The Company Secretary is responsible for ensuring that the governing body (Accounting Authority) has access to independent and professional guidance on corporate governance and their legal duties, as stipulated in Principle 10 of King IV on Corporate Governance. Additionally, the Company Secretary is tasked with providing support to facilitate the effective functioning of the governing body and its committees, including coordinating meetings, agendas, and minutes, as well as ensuring compliance with relevant regulations and best practices.



Akhona Bhodl ingqaka Mafani rendering a praise-poem during the 80th birthday celebration of Dr Sindiwe Magona



14. 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 2024.

Audit and Risk Committee Responsibility

The Audit and Risk Committee (“the Committee”) 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 an external service provider. The Audit and Risk Committee oversaw the implementation of the risk-based, three-year rolling Internal Audit Plan, noting that most non-compliance findings identified by Internal Audit were addressed by Management. Information and Communication Technology (ICT) governance and control findings were only partially resolved due to ineffective measures implemented by Management. The Committee facilitated a meeting between the ICT service provider and internal audit’s ICT specialist to address outstanding issues. An action plan has been reviewed to ensure adequate resolution of the matters raised.

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 2024 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 findings raised in the previous year (i.e., the 2022/2023 financial year) and is satisfied that the findings have been adequately resolved.

The Audit and Risk Committee has reviewed the Auditor-General’s Management Report for the 2023/2024 financial year, and management’s response thereto.

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 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 2024*



Change caption to read: Dr Sindiwe Magona handing over part of her literary to Council Representative, Mr T. Lungile.

15. 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	



Amazwi Acting Director, Musa Mazibuko (far right) with the AFDA crew and the delegation of the Khoi-khoi led by Paramount Chief Crawford Frazer (far left) during the screening of the documentary, !AITSA



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	15 266	4 904	32.1%	8	613
Curatorial Division	5 519	4 569	82.8%	9	508
Education & Public Programmes Division	3 843	3 243	84.4%	7	463
All programmes	24 628	12 716	51.6%	24	530

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	1 380	10.9%	-	1 380
Senior and middle management	3 022	23.8%	3	1 007
Professional specialists	613	4.8%	1	613
Skilled professionals	4 538	35.7%	9	504
Professional and administrative support	2 130	16.8%	6	355
Semi-skilled administrative and technical	869	6.8%	4	217
Casuals / Intern / Relief Staff	163	1.3%	1	163
All levels	12 716	100%	24	530

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	-	4 904	-
Curatorial Division	-	4 569	-
Education & Public Programmes Division	-	3 243	-
All programmes	-	12 716	-

Level	Performance rewards R'000	Personnel expenditure R'000	Performance rewards as % of personnel expenditure
Top management	-	1 381	-
Senior and middle management	-	3 022	-
Professional specialists	-	613	-
Skilled professionals	-	4 538	-
Professional and administrative support	-	2 130	-
Semi-skilled administrative and technical	-	869	-
Casuals / Intern / Relief staff	-	163	-
All levels	-	12 716	-

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	4 904	4	0.1%	8	.5
Curatorial Division	4 569	17	0.4%	9	2
Education & Public Programmes Division	3 243	7	0.2%	6	1
All programmes	12 716	28	0.2%	23	1.2

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	1 380	-	-	-	-
Senior and middle management	3 022	1	-	3	-
Professional specialists	613	3	0.5%	1	3
Skilled professionals	4 538	17	0.4%	8	2
Professional and administrative support	2 130	3	0.1%	6	0.5
Semi-skilled administrative and technical	869	1	0.1%	4	0.3
Casuals / intern / Relief staff	163	3	1.8%	1	3
All levels	12 716	28	0.2%	23	1.2

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.

¹ The data reflected here only represents training interventions that were paid for. For a full list of training opportunities see page 20 of the Performance Information.

2.5 Employment and vacancies

Programme	2022/23 number of employees	2023/24 approved (funded) posts	2023/24 number of employees	2023/24 number of vacancies	Vacancy rate %
Administrative Division	9	10	8	2	20%
Curatorial Division	9	11	8	3	27%
Education & Public Programmes Division	7	9	7	2	22%
All programmes	25	30	23	7	23%

Level	2022/23 number of employees	2023/24 approved (funded) posts	2023/24 number of employees	2023/24 number of vacancies	Vacancy rate %
Top management	1	1	-	1	100%
Senior and middle management	3	3	3	-	-
Professional specialists	1	1	1	-	-
Skilled professionals	11	12	10	2	16,7%
Professional and administrative support	6	8	6	2	25%
Semi-skilled administrative and technical	3	5	3	2	40%
Casuals / Intern / Relief staff	1	-	1	-	-
All levels	26	30	24	7	23%

2.6 Employment changes

Programme	Number of employees at beginning of period	Appointments	Terminations	Number of employees at end of period
Administrative Division	9	-	1	8
Curatorial Division	9	-	1	8
Education & Public Programmes Division	7	-	-	7
All programmes	25	-	2	23

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	-	-	3
Professional specialists	1	-	-	1
Skilled professionals	11	-	1	10
Professional and administrative support	6	-	-	6
Semi-skilled administrative and technical	3	-	-	3
Casuals / Intern / Relief staff	1	-	-	1
All levels	26	-	2	24

2.7 Reasons for staff leaving

Type of termination	Number	%
Death	-	-
Resignation	-	-
Dismissal	1	50%
Retirement	1	50%
Ill health	-	-
Expiry of contract	-	-
Other	-	-
Total	2	100%

2.8 Labour relations: misconduct and disciplinary action

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

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	3	2	1	-	-	1	1	-
Professional and administrative support	-	-	-	-	-	-	1	-
Semi-skilled administrative and technical	2	2	-	-	-	-	-	-
Relief staff	-	-	1	1	-	-	-	-
Casuals / intern	-	1	-	-	-	-	-	-
Total	7	7	2	1	-	1	3	-

Level	Females							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top management	-	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	-	-	-	-	-	-

Level	Females							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Relief staff	-	1	-	1	-	-	-	-
Casuals / intern	1	-	-	-	-	-	-	-
Total	5	11	2	5	-	1	5	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



Cycles Exhibition: "Young Lives in Seven Cities" exhibition that was on display at Amazwi as part of the National Arts Festival 2023



PART E:

PFMA Compliance Report

1. Irregular, Fruitless and Wasteful Expenditure and Material Losses

1.1 Irregular Expenditure

a. Reconciliation of irregular expenditure

Description	2023/2024	2022/2023
	R'000	R'000
Opening balance	1 639	4 354
Add: Irregular expenditure confirmed	284	-
Less: Irregular expenditure condoned and removed	1 639	2 715
Less: Irregular expenditure not condoned and removed	-	-
Less: Irregular expenditure recoverable	-	-
Less: Irregular expenditure not recovered and written off	-	-
Closing balance	284	1 639

The irregular expenditure incurred in 2022 was a result of supply chain weaknesses. Each instance was thoroughly investigated, and remedial systems were implemented. The National Treasury did not approve the application for the condonation of irregular expenditure incurred in 2022. This irregular expenditure was written off by Council on 2 February 2024.

The irregular expenditure incurred in the 2023/24 financial year was attributable to non-compliance with Preferential Procurement Regulations 2022, resulting from transactions that occurred after the repeal of paragraph 4.2.1 of SCM Instruction Note No. 2 of 2021/2022, effective 17 January 2024.

Reconciling notes

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure that was under assessment in 2022/23	-	-
Irregular expenditure that relates to 2023/24 and identified in 2023/24	-	-
Irregular expenditure for the current year	284	-
Total	284	-

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

Description	2023/2024	2022/2023
	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	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure condoned	-	-
Total	-	-

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

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure NOT condoned and removed	1 639	2 715
Total	1 639	2 715

e. Details of current and previous year irregular expenditure recovered

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure recovered	-	-
Total	-	-

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

Description	2023/2024	2022/2023
	R'000	R'000
Irregular expenditure written off	1 639	-
Total	1 639	-

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	2023/2024	2022/2023
	R'000	R'000
Opening balance	-	42
Add: Fruitless and wasteful expenditure confirmed	-	-
Less: Fruitless and wasteful expenditure written off	-	42
Less: Fruitless and wasteful expenditure recoverable	-	-
Closing balance	-	-

Reconciling notes

Description	2023/2024	2022/2023
	R'000	R'000
Fruitless and wasteful expenditure that was under assessment in 2022/23	-	-
Fruitless and wasteful expenditure that relates to 2023/24 and identified in 2023/24	-	-
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	2023/2024	2022/2023
	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	2023/2024	2022/2023
	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	2023/2024	2022/2023
	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	2023/2024	2022/2023
	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	2023/2024	2022/2023
	R'000	R'000
N/A - None	-	-
Total	-	-

c. Other material losses recovered

Nature of losses	2023/2024	2022/2023
	R'000	R'000
N/A - None	-	-
Total	-	-

d. Other material losses written off

Nature of losses	2023/2024	2022/2023
	R'000	R'000
N/A - 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 R'000	Value of previous contract expansion/s or variation/s (if applicable) R'000	Value of current contract expansion or variation R'000
Recruitment services	FRIMO	Variation		91	-	14



One of the many Dr Sindiwe Magona's artefact as part of 'A Conscience for the Nation' exhibition featuring her life and works



PART F:

Financial Information

Report of the auditor-general to Parliament on the 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 83 to 129, which comprise the statement of financial position as at 31 March 2024 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 2024 and its financial performance and cash flows for the year then ended in accordance with the Generally Recognised Accounting Practise (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 matters

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

Underspending of conditional grant

7. The museum materially underspent the conditional grant by R6,8 million. This is attributable to the progress on the Schreiner House project being slow due to delays in obtaining municipal approvals during the year.

Irregular expenditure

8. Irregular expenditure of R284 000 incurred in the 2023-24 financial year was attributable to non-compliance with the Preferential Procurement Regulations 2022, resulting from transactions that occurred after the repeal of paragraph 4.2.1 of SCM Instruction Note No. 2 of 2021-22, effective 17 January 2024.

Other matters

9. I draw attention to the matters below. My opinion is not modified in respect of these matters.

AoPO- achievement of planned targets

10. Refer to the annual performance report on pages 16 for information on the achievement of planned targets for the year. This information should be considered in the context of the material findings on the usefulness and reliability of the reported performance information in paragraph 21 of this report.

AoPO - Material misstatements

11. The target for the indicator catalogue linked to website (i.e. sample verification of catalogue data) was not consistent with the planned and reported indicator. The indicator implies a certain number of catalogues to be linked to the website as opposed to reporting a sample verification of catalogue data done. This made the target not measurable.

Responsibilities of the accounting authority for financial statements

12. The accounting authority is responsible for the preparation and fair presentation of the financial statements in accordance with the 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 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. This description, which is located at pages 8-9, forms part of our 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 indicators 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 the curatorial division presented in the annual performance report for the year ended 31 March 2024. 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 and conference papers
- Number of meetings of experts
- Number of condition monitoring reports
- Catalogue linked to website.

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
- all the indicators relevant for measuring the museum's performance against its primary mandated and prioritised functions and planned objectives are included
- the indicators are well defined to ensure that they are easy to understand and can be applied consistently, as well as verifiable so that I can confirm the methods and processes to be used for measuring achievements
- the targets can be 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 those 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 is adequate supporting evidence for the achievements reported and for the reasons provided for any over- or underachievement of targets.

20. I performed the procedures to report material findings only, and not to express an assurance opinion or conclusion.

21. The material findings on the reported performance information for the selected material indicators are as follows:

22. The target for the indicator of catalogue linked to website (i.e. sample verification of catalogue data) was not consistent with the planned and reported indicator. The indicator implies a certain number of catalogues to be linked to the website as opposed to reporting a sample verification of catalogue data done. This made the target not measurable.

Other matter

23. I draw attention to the matter below.

Achievement of planned targets

24. The annual performance report includes information on reported achievements against planned targets and provides explanations for over or underachievements. This information should be considered in the context of the material findings on the reported performance information.
25. The table that follows provides information on the achievement of planned targets and lists the key indicators that were not achieved as reported in the annual performance report. The reasons for any underachievement of targets are included in the annual performance report on pages xx-xx.

Programme 2: curatorial division

<i>Targets achieved: 80%</i> <i>Budget spent 98%</i>		
Key indicator not achieved	Planned target	Reported achievement
Catalogue linked to website	Sample verification of catalogue data	Sample verification of catalogue data done. The catalogue is not yet linked to the website

Material misstatements

26. I identified material misstatements in the annual performance report submitted for auditing. These material misstatements were in the reported performance information for the curatorial division. Management did not correct all of the misstatements and I reported material findings in this regard.

Report on compliance with legislation

27. 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.
28. 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.
29. 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.
30. 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

31. 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.

32. Material misstatement of irregular expenditure disclosure note identified by the auditors in the submitted financial statement was corrected and the supporting records were provided subsequently, resulting in the financial statements receiving an unqualified audit opinion.

Procurement and contract management

33. The preference point system was not applied in some procurement of goods and services, as required by section 2(a) of the PPPFA and treasury regulation 16A6.3(b)

Other information in the annual report

34. 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 in the scoped-in programmes presented in the annual performance report that have been specifically reported on in this auditor's report.
35. My opinion on 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.
36. 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 in the scoped-in programmes presented in the annual performance report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.
37. 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

38. 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.
39. The matters reported below are limited to the significant internal control deficiencies that resulted in findings on the selected material indicators included in the annual performance report and the material findings on compliance with legislation included in this report.
40. Management did not adequately exercise oversight responsibility regarding compliance as well as internal controls relating to the preparation of the annual financial statements and annual performance reports.

East London

31 July 2024

Auditor General



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 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)	Sec 55(1)(a) Sec 55(1)(b) Sec 55(1)(c)(i) Sec 51(1)(b)(ii) Sec 53(4) Sec 57(b) Sec 51(1)(e)(iii) PFMA 56 (1) PFMA 57 b)
Treasury Regulations	Reg 31.1.2(c) TR 30.1.1 TR 30.1.3(a) TR 30.1.3(b) TR 30.1.3(d) TR 30.2.1 TR 16A 3.2 TR 16A 3.2(a) TR 16A 6.1 TR 16A6.2(a) TR 16A6.2(b) TR 16A 6.3(a) TR 16A 6.3(b) TR 16A 6.3(c) TR 16A 6.3(e) TR 16A 6.4 TR 16A 6.5 TR 16A 6.6 TR 16A 8.3 TR 16A 8.4 TR 16A 9.1(d) TR 16A 9.2 TR 16A 9.2(a)(ii) TR 8.2.1 TR 8.2.2 Reg 16A9.1(b)(ii) Reg 16A9.1(e) Reg 16A9.1(f) Reg 33.1.1 Reg 33.1.3
Preferential Procurement Regulations of 2022 (PPR)	PPR 2022 Reg. 4.1 PPR 2022 Reg. 4.2 PPR 2022 Reg. 4.3 PPR 2022 Reg. 4.4 PPR 2022 Reg. 5.1 PPR 2022 Reg . 5.2 PPR 2022 Reg. 5.3

Legislation	Sections or regulations
	PPR 2022 Reg. 5.4
Prevention and Combating of Corrupt Activities Act 12 of 2004	Sec 34(1)
Preferential Procurement Policy Framework Act 5 of 2000	PPPFA 1 PPPFA 2.1(a) PPPFA 2.1(f)
National Instruction No. 1 of 2021/22	NT instruction note 1 of 2021/22 Par 4.1
National Treasury SCM Instruction No. 03 of 2021/22	NTI 03 2021/22 Par 4.1 NTI 03 2021/22 Par 4.2 (b) NTI 03 2021/22 Par. 4.3 NTI 03 2021/22 Par 4.4(a) NTI 03 2021/22 Par 7.2 NTI 03 2021/22 Par 7.6 NTI 03 2021/22 Par 4.17
Practice Note 7 of 2009/10	Practice Note 7 of 2009/10 Par 4.1.2

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 72 to 79.

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 2025. 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 2023 to 31 March 2024. 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 2024 and the results of its operations and cash flow information for the year.

The Annual Financial Statements for the year ended 31 March 2024, set out on pages 83 to 129, were submitted for auditing on 31 May 2024 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 2024



Dr Sibongile Masuku
Chairperson of the Council of Amazwi
South African Museum of Literature
31 July 2024

Accounting Authority's Report for the year ended 31 March 2024

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 R21 639 871 (2023: R22 318 067).

Surplus

A deficit of R2 988 527 was incurred in the year under review (2023: deficit R2 143 046).

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 2023/24 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 2024



Dr Sibongile Masuku
Chairperson of the Council of Amazwi
South African Museum of Literature
31 July 2024

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

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Annual Financial Statements for the year ended 31 March 2024

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2024

	NOTES	2024 R	2023 R
ASSETS			
Non-current assets		61 173 371	61 483 357
Property, plant and equipment	2	3 269 862	3 747 687
Heritage assets	4	57 903 509	57 735 670
Current assets		7 858 687	8 628 190
Inventories	5	97 522	93 086
Trade and other receivables	6	537 339	888 739
Cash and cash equivalents	7	7 223 826	7 646 365
Total assets		69 032 058	70 111 547
FUNDS AND LIABILITIES			
Funds and reserves		55 356 795	58 345 322
Accumulated funds		3 098 525	6 087 052
Revaluation reserve	11	52 258 270	52 258 270
Non-current liabilities		3 997 000	4 273 000
Provision for post-retirement medical benefits	12	3 997 000	4 273 000
Current liabilities		9 678 263	7 493 225
Trade and other payables	13,1	2 895 230	3 870 568
Unspent conditional receipts	13,2	6 783 033	3 622 657
Total funds and liabilities		69 032 058	70 111 547

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2024

	NOTES	2024 R	2023 R
Revenue	8	21 634 934	22 309 357
Other income	9	491	4 397
Total revenue		21 635 425	22 313 754
Expenditure	10	(24 628 397)	(24 461 113)
(Deficit) from operations		(2 992 973)	(2 147 359)
Interest received		4 446	4 313
(Deficit) for the year		(2 988 527)	(2 143 046)

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED 31 MARCH 2024

	Revaluation reserve R	Accumulated funds R	Total R
Balance at 31 March 2022	52 142 210	8 230 098	60 372 308
Changes in net assets			
Revaluation	116 060	-	116 060
Deficit for the year	-	(2 143 046)	(2 143 046)
Total changes	116 060	(2 143 046)	(2 026 986)
Balance at 31 March 2023	52 258 270	6 087 052	58 345 322
Changes in net assets			
Deficit for the year	-	(2 988 527)	(2 988 527)
Total changes	-	(2 988 527)	(2 988 527)
Balance at 31 March 2024	52 258 270	3 098 525	55 356 795

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2024

	NOTES	2024 R	2023 R
Cash flows from operating activities			
Receipts			
Service fees, royalties, sales, donations and salary contribution from Inxuba Yethemba Municipality for Schreiner House		214 652	254 853
Government subsidy: Department of Sport, Arts and Culture		19 227 432	14 956 000
Payments			
Compensation of employees		(12 715 814)	(10 276 473)
Administration and other expenses		(7 313 632)	(6 571 365)
Cash (utilised)/generated from operations	14,1	(587 362)	(1 636 985)
Interest received		4 446	4 313
Interest received - Capitalised to unspent conditional receipts		337 503	294 759
Net cash flows from operating activities		(245 411)	(1 337 913)
Cash flows from investing activities			
Acquisition/Revaluation of property, plant and equipment		(9 289)	(13 699)
Acquisition of heritage assets		(167 839)	(851 110)
Net cash flows to/(from) investing activities	14,2	(177 128)	(864 809)
Cash flows from financing activities		-	-
Net cash increase/(decrease) in cash and cash equivalents		(422 539)	(2 202 722)
Cash at the beginning of the year		7 646 365	9 849 087
Cash and cash equivalents at the end of the year	7	7 223 826	7 646 365

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS FOR THE YEAR ENDED 31 MARCH 2024

	2023	Original budget	Adjustments	Final approved budget	Actual	Variance	Variance	Note
	R	R	R	R	R	R	%	
Receipts								
Sale of goods and services	231 682	267 750	-	267 750	208 654	(59 096)	-22%	23,1
Sale of redundant assets	-	2 000	-	2 000	-	(2 000)	-100%	23,2
Interest	4 313	150 000	(72 047)	77 953	4 446	(73 507)	-94%	23,3
Grants from national government	14 956 000	16 164 000	-	16 164 000	16 164 000	-	0%	
DSAC subsidy	14 770 000	15 362 000	-	15 362 000	15 362 000	-	0%	
DSAC subsidy: heritage intern	-	136 000	-	136 000	136 000	-	0%	
DSAC municipal charges allocation	186 000	666 000	-	666 000	666 000	-	0%	
Grants from local government	221 049	250 000	(7 288)	242 712	242 712	-	0%	
Inxuba Yethemba Municipality	221 049	250 000	(7 288)	242 712	242 712	-	0%	
Sundry income	4 397	50 000	-	50 000	491	(49 509)	99%	23,4
Donations	386 098	27 000	35 000	62 000	57 158	(4 842)	8%	
Conditional grants utilised	1 540 527	2 738 015	(951 135)	1 786 880	240 559	(1 546 321)	87%	23,5
Services-in-kind: rental	4 974 000		5 223 000	5 223 000	4 721 850	(501 150)	10%	23,6
Revenue from non-exchange transactions	-	-	1 041 000	1 041 000	-	(1 041 000)	100%	23,7
	22 318 067	19 648 765	5 268 530	24 917 295	21 639 871	(3 277 424)	-15%	

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

	2023		Original budget		Adjustments		Final approved budget		Actual		Variance		Variance		Note
	R	R	R	R	R	R	R	R	R	R	R	R	R	%	
Payments															
Compensation of employees	10 883 971	12 865 411	(856 468)	12 008 943	12 715 814	(706 871)	23,8								
Salaries and wages	9 043 837	10 687 892	(1 341 877)	9 346 015	10 639 608	(1 293 593)	-14%								
Social contributions	1 840 134	2 177 519	485 409	2 662 928	2 076 206	586 722	22%								
Goods and services	12 443 849	5 851 592	6 080 093	11 931 685	10 760 562	1 171 123	10%								
Inventory for sale	14 562	15 750	19 282	35 032	23 406	11 627	33%								23,9
Administrative fees	109 972	75 054	26 288	101 342	70 493	30 849	30%								23,10
Advertising	342 642	207 250	98 174	305 424	154 522	150 902	49%								23,11
Minor assets	20 041	10 425	11 251	21 676	63 319	(41 643)	-192%								23,12
Audit costs (external)	850 941	861 015	161 438	1 022 453	1 023 180	(727)	0%								
Bursaries (employees)	-	10 000	-	10 000	-	10 000	100%								23,13
Catering (internal activities)	113 049	43 000	39 308	82 308	129 513	(47 205)	-57%								23,14
Communication	63 899	65 000	-	65 000	62 492	2 508	4%								
Computer services	771 749	281 950	68 662	350 612	385 740	(35 128)	-10%								23,15
Services-in-kind: rental	4 974 000	-	5 223 000	5 223 000	4 721 850	501 150	10%								
Consultants: business services	1 615 696	1 078 157	189 275	1 267 432	1 174 666	92 766	7%								
Legal services	-	5 000	43 165	48 165	58 165	(10 000)	-21%								23,16
Contractors	1 121 133	1 184 000	(406 193)	777 807	150 779	627 028	81%								23,17
Agency and outsourced services	378 897	500 000	-	500 000	610 184	(110 184)	-22%								23,18
Entertainment	754	4 000	-	4 000	-	4 000	100%								23,19
Fleet services	48 523	35 466	1 457	36 923	42 425	(5 502)	-15%								23,20
Consumables: general supplies	206 365	85 500	151 676	237 176	203 491	33 685	14%								23,21
Consumables: stationery and other supplies	92 127	62 800	53 779	116 579	147 155	(30 576)	-26%								23,22
Operating lease expense	-	53 000	2 592	55 592	52 952	2 640	5%								

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

	2023	Original budget	Adjustments	Final approved budget	Actual	Variance	Variance	Note
	R	R	R	R	R	R	%	
Property payments	944 912	838 225	(17 500)	820 725	813 123	7 602	1%	
Transport for internal activities	19 717	40 000	-	40 000	32 160	7 840	20%	23,23
Travel and subsistence	546 660	227 500	264 861	492 361	482 029	10 332	2%	
Training and staff development	16 980	30 000	-	30 000	28 250	1 750	6%	
Operating payments	257 959	123 500	144 578	268 078	290 642	(22 564)	-8%	
Fair value adjustment: immovable heritage assets	275 762	-	-	-	-	-	-	
Other expenditure	(342 490)	-	-	-	39 978	(39 978)	100%	23,24
Venues and facilities	-	15 000	5 000	20 000	50	19 950	100%	23,25
Transfers to households	190 729	182 320	44 905	227 225	232 047	(4 822)	-2%	
Post-retirement benefits	190 729	182 320	44 905	227 225	232 047	(4 822)	-2%	
Depreciation	942 562	749 442	-	749 442	919 974	(170 532)	-23%	
	24 461 113	19 648 765	5 268 530	24 917 295	24 628 397	288 898	1%	
Surplus / (Deficit) for the year	(2 143 046)	(0)	0	(0)	(2 988 527)	(3 566 322)		
Payments for property, plant and equipment and heritage assets								
Computer equipment	890	60 000	(59 110)	890	7 445	(6 555)	-737%	
Tools and equipment	12 609	134 000	(121 391)	12 609	-	12 609	100%	
Library resources	200	35 000	(34 800)	200	1 844	(1 644)	-822%	
Heritage assets /museum collections	3 792	2 634 000	3 792	2 637 792	167 838	2 469 954	94%	
TOTAL PAYMENTS	24 478 604	22 511 765	5 057 021	27 568 786	21 816 998	(803 060)	-3%	
Total receipts less total payments	(2 160 537)	(2 863 000)	211 509	(2 651 491)	(177 127)	(2 474 364)	93%	

Amazwi South African Museum of Literature

Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

1. Accounting policies

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.

Amazwi South African Museum of Literature

Annual Financial Statements for the year ended 31 March 2024

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.

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.

Amazwi South African Museum of Literature

Annual Financial Statements for the year ended 31 March 2024

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.

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.

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024**

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.

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

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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.

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.

Amazwi South African Museum of Literature

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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.

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.

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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).

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).

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024****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.

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.

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024****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.

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.

Amazwi South African Museum of Literature

Annual Financial Statements for the year ended 31 March 2024

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.

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:

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024****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.

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.

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024**

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 recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the value of the irregular expenditure incurred, unless it is impractical to determine, in which case reasons therefore are provided in the notes. The information is presented in accordance with Instruction Note 4 of 2022/2023.

Irregular expenditure receivables (if any) are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

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 recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the total value of the fruitless and wasteful expenditure incurred. Fruitless and wasteful expenditure is removed from the notes to the financial statements when it is resolved or transferred to receivables for recovery. The information is presented in accordance with Instruction Note 4 of 2022/2023.

Fruitless and wasteful expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

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.

Amazwi South African Museum of Literature

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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 2023 was obtained.

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1.23 New and amended standards and interpretations

Standards of GRAP effective for financial periods commencing on or after 1 April 2023:	Amendments to GRAP 1 on Presentation of Financial Statements
	GRAP 25 on Employee Benefits (and IGRAP 7)
	IGRAP 21 on The Effect of Past Decisions on Materiality
	Improvements to Standards of GRAP (2021)
	Guideline on Accounting for Landfill Sites: not applicable
Standards of GRAP effective for financial periods commencing on or after 1 April 2024:	IGRAP 22 on Foreign Currency Transactions and Advance Consideration
	Guideline on The Application of Materiality to Financial Statements
Standards of GRAP effective for financial periods commencing on or after 1 April 2025:	Revised GRAP 104 on Financial Instruments
Standards of GRAP standards have been approved but not yet effective:	GRAP 103 on Heritage Assets.
	Improvements to Standards of GRAP, 2023.

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

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

2 PROPERTY, PLANT AND EQUIPMENT

	Motor vehicles	Computer equipment	Furniture and fit- tings	Tools and equip- ment	Library resources	Audio-vis- ual equip- ment	Collec- tions' fur- niture and fittings	Exhibition furniture	Office fur- niture and fittings	Outdoor furniture and fitting	Total
	R	R	R	R	R	R	R	R	R	R	R
Year ended 31 March 2023 (2)											
Net carrying amount at 31 March 2022[2]	35 234	508 542	116 561	102 487	193 970	193 346	2 571 724	86 212	815 665	20 088	4 643 829
Cost	208 982	1 207 652	248 512	273 493	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	87 874	174 891	147 852	2 062 614	68 163	646 071	15 188	3 747 687
Cost	241 704	1 208 542	248 512	286 102	482 187	454 936	5 359 049	190 000	1 790 264	49 000	10 310 296
Accumulated depreciation	(182 803)	(818 108)	(152 812)	(198 228)	(307 297)	(307 084)	(3 296 435)	(121 837)	(1 144 193)	(33 812)	(6 562 609)

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

Amazwi South African Museum of Literature
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	Motor vehicles	Computer equipment	Furniture and fittings	Tools and equipment	Library resources	Audio-visual equipment	Colle-tions' furniture and fittings	Exhibition furniture	Office furniture and fittings	Outdoor furniture and fittings	Total
	R	R	R	R	R	R	R	R	R	R	R
Year ended 31 March 2024 (2)											
Net carrying amount at 31 March 2023[2]	58 901	390 434	95 699	87 874	174 891	147 852	2 062 614	68 163	646 071	15 188	3 747 687
Cost	241 704	1 208 542	248 512	286 102	482 187	454 936	5 359 049	190 000	1 790 264	49 000	10 310 296
Accumulated depreciation	(182 803)	(818 108)	(152 812)	(198 228)	(307 297)	(307 084)	(3 296 435)	(121 837)	(1 144 193)	(33 812)	(6 562 609)
Additions	-	7 445	432 860	-	1 844	-	-	-	-	-	442 149
Additions - Right of use asset	-	-	-	-	-	-	-	-	-	-	-
Revaluation	-	-	-	-	-	-	-	-	-	-	-
Transfer to/(from)	-	-	-	-	-	-	-	-	-	-	-
Disposals/scrapped - cost	-	(4 897)	-	-	-	-	-	-	-	-	(4 897)
Transfers/disposals/scrapped - accumulated depreciation	-	4 897	-	-	-	-	-	-	-	-	4 897
Depreciation charge	(9 056)	(98 093)	(20 862)	(25 538)	(19 279)	(45 493)	(509 109)	(18 049)	(169 594)	(4 900)	(919 974)
Net carrying amount at 31 March 2024[2]	49 845	299 785	507 698	62 336	157 455	102 359	1 553 505	50 114	476 477	10 288	3 269 862
Cost	241 704	1 211 090	681 372	286 102	484 031	454 936	5 359 049	190 000	1 790 264	49 000	10 747 548
Accumulated depreciation	(191 859)	(911 304)	(173 674)	(223 766)	(326 576)	(352 577)	(3 805 544)	(139 886)	(1 313 787)	(38 712)	(7 477 686)

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

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024**

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.

	Cost R	Accumulated depreciation R	Carrying amount R
Carrying amount at 31 March 2023			
Motor vehicles	241 704	(182 803)	58 900
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	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

Carrying amount at 31 March 2024

Motor vehicles	241 704	(191 859)	49 845
Computer equipment	1 211 090	(911 304)	299 785
Furniture and fittings	681 372	(173 674)	507 698
Tools and equipment	286 102	(223 766)	62 336
Library resources	484 031	(326 576)	157 455
Audio-visual equipment	454 936	(352 577)	102 359
Collections' furniture and fittings	5 359 049	(3 805 544)	1 553 505
Exhibition furniture	190 000	(139 886)	50 114
Office furniture and fittings	1 790 264	(1 313 787)	476 477
Outdoor furniture and fittings	49 000	(38 712)	10 288
Total	10 747 548	(7 477 686)	3 269 862

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 2023/24 financial year amounted to R301 564.

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

3 Operating leases

	2024	2023
	R	R
Operating leases: printers, analysed as follows:		
Minimum operating lease rentals	41 719	82 437
	41 719	82 437

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:

2024	Within 1 year	2-5 years	Total
Minimum future lease payments	41 719	-	41 719
2023	Within 1 year	2-5 years	Total
Minimum future lease payments	41 719	41 719	83 437

Escalation clause

There is no escalation clause

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

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 2023/24 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 2024/25 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.

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024****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 2023/24 year 70 new boxes were added to the backlog and 0 boxes of literary artefacts were catalogued, leaving a total backlog at 31 March 2024 of 580 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 2023/24 financial year.

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024**

	Immovable property	Literary artefacts	Published works	Creative serials	Historical collections/ donations	Total
	R	R	R	R	R	R
Year ended 31 March 2023						
Net carrying amount at 31 March 2022	2 039 716	39 382	53 849	7 278	54 564 961	56 705 186
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	2 694 610	411 357	55 884	8 858	54 564 961	57 735 670
Cost or valuation	2 694 610	411 357	55 884	8 858	54 564 961	57 735 670
Accumulated impairment	-	-	-	-	-	-
Year ended 31 March 2024						
Net carrying amount at 31 March 2023	2 694 610	411 357	55 884	8 858	54 564 961	57 735 670
Cost or valuation	2 694 610	411 357	55 884	8 858	54 564 961	57 735 670
Accumulated impairment	-	-	-	-	-	-
Additions	162 935	-	3 429	1 474	-	167 838
Fair value adjustment	-	-	-	-	-	-
Valuation - donations	-	-	-	-	-	-
Net carrying amount at 31 March 2024	2 857 545	411 357	59 313	10 332	54 564 961	57 903 509
Cost or valuation	2 857 545	411 357	59 313	10 332	54 564 961	57 903 509
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.

Amazwi South African Museum of Literature

Annual Financial Statements for the year ended 31 March 2024

	Cost R	Accumulated depreciation R	Carrying amount R
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
Carrying amount at 31 March 2024			
Immovable property	2 857 545	-	2 857 545
Literary artefacts	411 357	-	411 357
Published creative works	59 313	-	59 313
Creative serials	10 332	-	10 332
Literary artefacts	54 564 961	-	54 564 961
Total	57 903 509	-	57 903 509

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

5 INVENTORY

	2024	2023
	R	R
Books and postcards	97 522	93 086
Less: provision for obsolete stock	-	-
	<u>97 522</u>	<u>93 086</u>

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	<u>18 971</u>	<u>72 135</u>
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There are no items of Inventory pledged as security.

6 TRADE AND OTHER RECEIVABLES

	2024	2023
	R	R
Trade receivables	340 757	267 443
Sundry debtors	151 582	601 296
Fuel Deposit	45 000	20 000
Less: provision for impairments	-	-
	<u>537 339</u>	<u>888 739</u>

Trade receivables: ageing

Current	59 728	79 508
30 days	5 964	2 976
60 days and more	275 065	184 959
	<u>340 757</u>	<u>267 443</u>

Provision for impairments

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

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

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

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:	Grahamstown
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:	Grahamstown
Branch code:	05 09 17

	2024 R	2023 R
Cash book balance at bank at beginning of the year	3 875 012	4 251 638
Cash book balance on hand at beginning of the year	9 602	9 405
Cash book balance on call account at beginning of the year	70 410	70 410
Cash book balance on money market fund at beginning of the year	3 691 341	5 517 634
	<u>7 646 365</u>	<u>9 849 087</u>
Cash book balance at bank at end of the year	205 788	3 875 012
Cash book balance on hand at end of the year	9 762	9 602
Cash book balance on call account at end of the year	-	70 410
Cash book balance on money market fund at end of the year	7 008 276	3 691 341
	<u>7 223 826</u>	<u>7 646 365</u>
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	7 223 826	7 646 365
Cash book balances and cash as previously reported	(7 646 365)	(9 849 087)
Bank balances and cash movement	<u>(422 537)</u>	<u>(2 202 721)</u>

Accounts making up the Cash book balances

Standard bank current account	236 420	3 901 278
Stanlib	-	70 410
Standard bank call accounts	7 008 276	3 691 341
Standard bank credit card	(30 631)	(26 266)
Petty cash	9 162	9 002
Deposit	600	600
Cash book balances and cash at end of the year	<u>7 223 826</u>	<u>7 646 365</u>

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

8 REVENUE

	2024	2023
	R	R
Non-exchange activities	21 426 280	22 077 674
Department of Sports, Arts and Culture: State subsidy	15 498 000	14 770 000
Department of Sports, Arts and Culture: payment of municipal services	666 000	186 000
Conditional grants' funds utilised	240 559	1 540 527
Inxuba Yethemba Municipality	242 712	221 049
Services-in-kind:Department of Public Works and Infrastructure - Rental	4 721 850	4 974 000
Donations	57 158	386 098
Exchange activities	208 655	231 683
Research services	17 549	31 172
Educational services	-	1 658
Royalties and permission rights	93 254	118 813
Facilities hire	59 021	51 948
Bookshop sales	38 830	28 092
	21 634 934	22 309 357

9 OTHER INCOME

	2023	2023
	R	R
Sundry income	491	4 397
	491	4 397

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

10 EXPENDITURE

	2024	2023
	R	R
Administration expenses	10 918 227	12 708 997
Agency and support/outsourced services	763 856	497 293
Audit costs	1 023 180	850 941
Board costs	818 427	1 256 157
Consultants - other	588 390	632 284
Operating lease expense	-	-
Repairs and maintenance	301 564	1 240 957
Travel and subsistence	279 755	329 360
PSEP expenditure	-	-
Other	7 143 056	7 902 005
Bookshop costs	18 971	72 135
Opening inventories	93 087	150 659
Purchases	23 406	14 562
Add back closing inventories	(97 522)	(93 086)
Depreciation	919 974	942 562
Compensation of employees	12 715 814	10 883 971
Basic salaries	9 027 085	7 890 344
Bonuses	683 755	598 555
Housing allowances	172 500	193 950
Cellphone and other allowances	569 241	269 401
Long service and other awards	21 500	-
Overtime	58 070	50 041
Pension fund contributions	1 247 138	1 126 393
Medical aid contributions	748 318	638 907
Other employer contributions	80 750	74 835
Students and casuals	27 136	30 444
Leave payouts	80 321	11 101
Post-retirement benefits paid	232 047	190 729
Net interest expense on post-retirement benefits	507 000	507 000
Remeasurement of post-retirement benefits	(783 000)	(1 057 000)
Fair value adjustment: immoveable assets heritage asset	-	275 762
Leave pay (reversal)/accrual	99 365	(63 043)
	24 628 397	24 461 113

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

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.

	2024	2023
	R	R
Opening balances	52 258 270	52 142 210
Immovable Heritage Property Revaluation	-	83 338
Motor Vehicle revaluation	-	32 722
Closing balance	52 258 270	52 258 270

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

12 PROVISION FOR POST-RETIREMENT MEDICAL BENEFITS

	2024	2023
	R	R
Opening balances: beginning of year 1 April	4 273 000	4 823 000
Provision for post-retirement medical benefits	4 273 000	4 823 000
Additional provisions and (adjustments)	(276 000)	(550 000)
Provision for post-retirement medical benefits	(276 000)	(550 000)
Closing balances: end of year 31 March	3 997 000	4 273 000
Provision for post-retirement medical benefits	3 997 000	4 273 000

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 2024.

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.

Defined benefit plans are exposed to actuarial risk, stemming from uncertainties related to demographic factors, such as mortality rates, retirement ages, and employee turnover.

The most recent actuarial valuation of the present value of the unfunded defined benefit obligation was carried out as at 31 March 2024 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:

	2024	2023
In-service members (employees)	10	11
Continuation members (retirees, widows and orphans)	6	7
Total	16	18

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

	2024	2023
	R	R
In-service members	1 917 000	2 055 000
Continuation members	2 080 000	2 218 000
Total liability	3 997 000	4 273 000

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 2024 is estimated to be R110 000 (2023: R107 000) whereas the interest cost for the ensuing year is estimated to be R507 000.

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

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

	2024	2023
(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	SA 85-90
Post-retirement	PA (90)	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	3 997 000	4 273 000
Fair value of plan assets	-	-
	3 997 000	4 273 000

	2024 R	2023 R
Unrecognised past service cost		
Unrecognised actuarial gains/(losses)		
Present value of unfunded obligations	3 997 000	4 273 000
Net liability	3 997 000	4 273 000

	2024 R	2023 R
The movement in the defined benefit obligation over the year is as follows:		
Balance at beginning of year	4 273 000	4 823 000
Recognised past service cost		
Current service cost – included under employee related costs	110 000	107 000
Interest cost – included under finance costs	507 000	507 000
Benefits paid – included under employee related costs	(221 000)	(232 000)
Actuarial (gain)/loss on the obligation	(672 000)	(932 000)
Balance at end of year	3 997 000	4 273 000

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	623 000	573 000
Effect on the defined benefit obligation	4 383 000	4 815 000
Decrease		
Effect on the current cost and the interest cost	(451 000)	(451 000)
Effect on the defined benefit obligation	3 816 000	3 816 000

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

13 TRADE AND OTHER PAYABLES

	2024	2023
	R	R
13,1 Trade and other payables		
Sundry creditors – accruals	2 060 441	1 188 688
Public Works and Infrastructure: Municipal Charges	448 084	1 792 337
Backpay accrual - salaries and staff benefits	-	602 203
Leave pay accrual	386 705	287 340
	2 895 230	3 870 568

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 outstanding balance as at 31 March 2024 is R448 084.

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 2024 calculated at the current salary rates.

13,2 Unspent conditional receipts

DSAC capital works allocation (Schreiner House Development)	5 797 225	3 622 657
DSAC capital works allocation (25A Worcester Street Maintenance)	985 807	-
	6 783 033	3 622 657

Progress on the Schreiner House project has been slow due to delays in obtaining municipal approvals during the year. Phase 1 construction will commence in the first quarter of 2024/25.

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024****Notes to the Annual Financial Statements****14 RECONCILIATION OF SURPLUS TO CASH UTILISED IN/GENERATED FROM OPERATIONS**

	2024	2023
	R	R
Cash flows from operating activities		
(Deficit) for the year	(2 988 527)	(2 143 046)
Adjusted for:		
Increase/(decrease) in provisions	(276 000)	(550 000)
Interest received	(4 446)	(4 313)
Interest received - capitalised to unspent conditional receipts	(337 503)	(294 759)
Depreciation	919 974	942 562
Impairment immoveable assets	-	275 764
Donations heritage assets	-	(371 798)
Operating cash flows before working capital changes	<u>(2 686 502)</u>	<u>(2 145 590)</u>
Changes in working capital		
(Increase)/decrease in inventories	(4 436)	57 573
Decrease/(increase) in trade and other receivables	(81 460)	60 043
(Decrease)/increase in trade and other payables	(975 339)	1 636 757
Increase/(decrease) in unspent funding	3 160 376	(1 245 768)
	<u>2 099 141</u>	<u>508 604</u>
14,1 Cash (Utilised)/generated by operations	<u>(587 362)</u>	<u>(1 636 985)</u>
Cash flows from investing activities		
Acquisition of property, plant and equipment	(9 289)	(13 699)
Acquisition of heritage assets	(167 839)	(851 110)
Disposal/(additions) of investment in securities	-	-
14,2 Net cash flows (from)/to investing activities	<u>(177 127)</u>	<u>(864 809)</u>

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024****Notes to the Annual Financial Statements****15 RECONCILIATION OF ORIGINAL/ADJUSTED BUDGET AND ACTUAL EXPENDITURE**

The approved budget covers the period from 1 April 2023 to 31 March 2024. 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	(177 127)	-	-	(177 127)
Basis difference	(68 284)	-	(177 128)	(245 412)
Actual amount in the cash flow statement	(245 411)	-	(177 128)	(422 539)

16 IRREGULAR EXPENDITURE

	2024	2023
	R	R
Irregular expenditure current year	283 910	-
	283 910	-

The irregular expenditure incurred in the 2023/24 financial year was attributable to non-compliance with Preferential Procurement Regulations 2022, resulting from transactions that occurred after the repeal of paragraph 4.2.1 of SCM Instruction Note No. 2 of 2021/2022, effective 17 January 2024.

17 FRUITLESS AND WASTEFUL EXPENDITURE

	2024	2023
	R	R
Fruitless and wasteful expenditure current year	-	-
	-	-

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

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.

	2024	2023
	R	R
DSAC: Subsidy	15 498 000	14 770 000
DSAC: Utilities	666 000	186 000
	<u>16 164 000</u>	<u>14 956 000</u>
DSAC: Schreiner House development	5 797 225	3 622 657
DSAC: 25A Worcester Street maintenance project	985 807	-
	<u>6 783 033</u>	<u>3 622 657</u>

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

19 REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS AND SENIOR MANAGEMENT

	2024	2023
	R	R
Council members' remuneration	335 122	735 402
Management remuneration	4 402 972	3 343 560
	<u>4 738 094</u>	<u>4 078 962</u>

19,1 REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS

	2024	2023
	R	R
<i>Members from 1 December 2020</i>		
Dr L. Masuku (Chair)	57 172	86 555
Dr W. Langeveldt (Deputy Chair until September 2022, Council Member until 13 January 2023)	-	38 991
Mr M.S. Ditlhake (term ended, 8 December 2023)	25 091	116 805
Ms H. Erdmann	48 646	83 747
<i>Members from 18 June 2021</i>		
Mr K. Gontse (Deputy Chair w.e.f. October 2022)	84 301	149 347
Ms L. Mvanana	34 836	101 076
Dr N. Rasana (member until 19 May 2024, deceased)	69 048	158 882
Ms N. Jansen	-	-
Mr T. Lungile (term ended, 8 December 2023)	-	-
Mr J. Matlou (term ended, 8 December 2023)	-	-
<i>Members from 9 December 2023</i>		
Adv S. Magaqa	9 414	-
Mr O. Motaung	6 614	-
	<u>335 122</u>	<u>735 402</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 (until 9 June 2023)	1 380 640	1 332 501
Basic salary	198 853	999 376
Service bonus	64 335	83 281
Housing allowance	17 711	69 997
Pension fund contribution	62 105	149 906
Medical aid contribution	6 360	24 481
Other employer contributions	1 919	5 460
Settlement	1 029 357	-

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Chief Financial Officer, Mr Musawakhe Mazibuko, and Acting Director from June 2023	1 215 676	352 053
Basic salary	815 760	264 000
Service bonus	67 980	22 000
Housing and other allowances	15 912	10 685
Acting allowance	145 380	
Pension fund contribution	122 364	39 600
Medical aid contribution	43 327	14 169
Other employer contributions	4 953	1 599
Chief Financial Officer, Mr Itayi Daringo, until 30 April 2022	-	83 066
Basic salary	-	66 000
Service bonus	-	5 500
Housing allowance	-	750
Pension fund contribution	-	8 097
Medical aid contribution	-	2 360
Other employer contributions	-	360
Manager: Curatorial Division, Ms Crystal Warren, and Acting Director from June 2023	976 018	787 969
Basic salary	608 707	590 977
Service bonus	50 725	49 248
Housing and other allowances	42 815	30 480
Acting allowance	145 380	-
Pension fund contribution	98 023	88 647
Medical aid contribution	25 941	24 481
Other employer contributions	4 427	4 137
Manager: Education and Public Programmes Division, Mr Zongezile Matshoba	830 638	787 969
Basic salary	608 707	590 977
Service bonus	50 725	49 248
Housing and other allowances	42 815	30 480
Pension fund contribution	98 023	88 647
Medical aid contribution	25 941	24 481
Other employer contributions	4 427	4 137
	<u>4 402 972</u>	<u>3 343 560</u>

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

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

20 COMMITMENTS

	2024	2023
	R	R
Authorised capital expenditure		
Schreiner House: Phase 1 Construction	2 016 550	3 622 657
Approved and contracted		
Schreiner House: Contractor	3 674 849	2 016 550
Schreiner House: Occupational Health and Safety	59 154	139 794
Schreiner House: Consolidation and zoning	46 672	93 415
Operating commitment		
Operating lease	41 719	82 437

21 EVENTS AFTER REPORTING DATE

There were no subsequent events after the balance sheet date.

Amazwi South African Museum of Literature
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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	2024 R	2023 R
Financial assets not measured at fair value			
Trade and other receivables	6	537 339	888 739
Cash and cash equivalents	7	7 223 826	7 646 365
		7 761 165	8 535 104
Financial liabilities not measured at fair value			
Trade and other payables	13,1	2 508 525	2 981 025

Amazwi South African Museum of Literature
Annual Financial Statements for the year ended 31 March 2024

Notes to the Annual Financial Statements

23 EXPLANATION BETWEEN FINAL BUDGET AND ACTUAL AMOUNTS

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

Receipts

- 23,1 There was a notable under performance in research services and facilities hire revenue streams during the period under review.
- 23,2 No sale of redundant assets during the period under review.
- 23,3 During the period under review, in line with the DSAC Infrastructure Framework, the interest earned on infrastructure has been capitalised.
- 23,4 Amazwi was unable to raise the revenue during the period under review.
- 23,5 The main contributor are delays in the implementation of the Schreiner House Renovations and Refurbishment Project in Inxuba Yethemba Municipality. The main cause of the delays is attributable to the pending municipal approval for the rezoning and consolidation and building plans. Due to the lapse of the regulated period to issue approvals for building plans, the municipality issued communication permitting Amazwi to start with the works in March 2024. However, the rezoning and consolidation application had not been finalised by year end. It is envisaged that the construction work will commence in quarter 1 of 2024/25 period.
- 23,6 The original budget did not include the provision for service-in-kind item (rental equivalent amount). During the Mid-term Budget Review process, an adjustment was made to account for the rental equivalent benefit received from occupying a building that is owned by the Department of Public Works and Infrastructure. The variance is attributable inflationary rate increase of the rental market, indicating that the adjusted budget amount was overstated.
- 23,7 Amazwi obtained the National Treasury's approval to utilise its retained surplus as at 31 March 2023. Amazwi had motivated to utilize the surplus to acquire the isiXhosa Collection in line with the expanded mandate strategy of Council. At its meeting on 2 February 2024, Council noted that there had been challenges in terms of the valuation of the isiXhosa Collection that had been previously earmarked for acquisition. The Council then resolved that management must develop a project plan for alternative pathways of acquiring the isiXhosa Collection. The project plan would be considered by Council at its next seating in April 2024. Consequently, Amazwi did not achieve the acquisition of isiXhosa Collection during the period under review.

Payments

- 23,8 The over expenditure of 6% is attributable to the CCMA award settlement in favour of the former Director. The compensation of employees amount also include the acting allowance paid to the Acting Director as well as the Acting Deputy Director since June 2023 until year end.

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024**

- 23,9 The Mid-term Budget Review had set aside a budget to purchase Dr Sindiwe Magona's books at her Book Launch during the "Dr Sindiwe Magona Week" held at Amazwi. However, the publisher had organised a "Pop-Up Bookshop" for the Book Launch event, as a result, the Museum incurred less expenditure than anticipated.
- 23,10 Amazwi did not purchase the rights to use licenced images or music during the period under review, as a result there was under expenditure of the budget.
- 23,11 The advertising budget had provided for 12 media value monitoring reports. Amazwi only finalised the procurement process to appoint the media value monitoring service provider in December 2023. As a result, only 4 media value monitoring reports were produced this year instead of the planned 12 reports.
- 23,12 The over expenditure is attributable to acquisition of tools of trade (minor assets), this item had been under budgeted for.
- 23,13 The staff members did not apply for staff bursaries during the period under review, as a result, there was under expenditure on this item.
- 23,14 The over expenditure is attributable to the additional outreach / educational programmes held during the year in honour of Dr Sindiwe Magona. In addition, Amazwi recorded an increase in the number of participants in the museum catered for events / programmes (i.e., Storytelling Festival, Conferences, etc.), as a result, the catering costs increased.
- 23,15 The 10% variance is attributable to the unfavourable foreign exchange rate on renewal of software licences during the period under review. Furthermore, the ICT Support service provider performed additional work to address ICT risks that were identified by the internal auditors.
- 23,16 During the period under review, Amazwi had a labour dispute with its former Director. The matter was heard at the CCMA. A budget adjustment was made in the Mid-term Budget Review to provide for the legal support. The adjusted budget amount was understated.
- 23,17 See point 23,5 above.
- 23,18 The over expenditure is attributable to the ad hoc internal audit work performed at the request of the Audit and Risk Committee.
- 23,19 No entertainment expenditure was incurred during the period under review.
- 23,20 The over expenditure is attributable to unplanned maintenance of the museum vehicle.
- 23,21 The Mid-term Budget Review provided additional budget to cover the fuel for the back-up generator. The load-shedding was less frequent during the 4th quarter resulting in the saving of the budget.
- 23,22 This item was under budgeted for. The expenditure included exhibition material supplies, conservation material supplies and stationery items.

Amazwi South African Museum of Literature**Annual Financial Statements for the year ended 31 March 2024**

- 23,23 The nature of the planned education and outreach programmes held during the required minimal learner transport, as a result a saving was recorded.
- 23,24 The other expenditure item included non-cash items such as leave gratuity, bad debt written off as well as interest and actuarial loss in relation to the post retirement medical benefit item.
- 23,25 Amazwi did not hire any venue during the period under review. A small token of donation (R50) was paid to use a community base centre venue for an outreach programme.

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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Makhanda

SCHREINER HOUSE
Nxuba



info@amazwi.museum



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