



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Annual Report Guide

Frequently Asked Questions

Contents

1.	Introduction.....	3
2.	FAQs per Part of the Annual Report Guide	3
2.1	Part A: General Information	3
2.2	Part B: Performance Information.....	3
2.3	Part C: Governance.....	3
2.4	Part D: Human Resource Management.....	4
2.5	Part E: Financial Information	4

1. Introduction

The Frequently Asked Questions (FAQs) are based on queries commonly received from the stakeholders involved with preparation and finalisation of their annual reports in accordance with the Annual Report Guide. The Annual Report Guide comprises of Part A to Part E. Four national departments, namely Department of Planning, Monitoring and Evaluation, Department of Trade and Industry, Department of Public Service Administration and the National Treasury are responsible for providing the requirements for the different parts of the Annual report Guide. The National Treasury coordinates compilation of the Annual Report Guide such that departments use one source of reference in compiling their annual reports.

These FAQs are not authoritative and are for information purposes only.

2. FAQs per Part of the Annual Report Guide

2.1 Part A: General Information

None identified as at date of publication.

2.2 Part B: Performance Information

2.2.1 Who is responsible to advise and provide guidance on Part B of the Annual Report Guide?

The *Part B: Performance Information* section is the responsibility of the Department of Planning, Monitoring and Evaluation (DPME). The DPME determines the performance information requirements that should be completed in the annual report.

For any queries contact the DPME at any of the following email addresses:

Name	Email address
Edeshri Moodley	Edeshri@dpme.gov.za
Euody Mogaswa	Euody@dpme.gov.za
Rosemary Mojaki	Rosemary.Mojaki@dpme.gov.za

2.3 Part C: Governance

2.3.1 Who is responsible to advise and provide guidance on Part C: Governance section 2.5.13 BBBEE Compliance Performance Information?

The *Part C: Governance section of 2.5.13* is the responsibility of the Department of Trade and Industry (DTI). The DTI will be best suited to advise on any BBBEE related queries.

The DTI can be contacted at the following email address:

Name	Email address
Jacob Maphutha	JMaphutha@thedti.gov.za

2.3.2 **Should Annexure D: Template of Reporting Compliance to the BBBEE Commission form part of the Annual Report?**

No, Annexure D should not be included in the annual report. Only Part C: Governance section 2.5.13 should be completed in the annual report relating to the BBBEE compliance.

Annexure D is the template for all government entities to complete and assists to ensure all relevant documents are attached as part of the pack that will be submitted to the BBBEE Commission.

2.4 **Part D: Human Resource Management**

2.4.1 **Who is responsible to advise and provide guidance on Part D: Human Resource Management?**

The *Part D: Human Resource Management* section is the responsibility of the Department of Public Service Administration (DPSA). The DPSA determines the human resource management information requirements that should be completed in the annual report.

The DPSA can be contacted at the following email address:

Name	Email address
Mamotladi Ivy Matloga	MamotladiM@dpsa.gov.za

2.5 **Part E: Financial Information**

2.5.1 **Who is responsible to advise and provide guidance on Part E: Financial Information?**

The Part E: Financial Information section is the responsibility of the National Treasury. The National Treasury, Office of the Accountant-General relevant client support manager should be contacted for queries related to the financial statements.