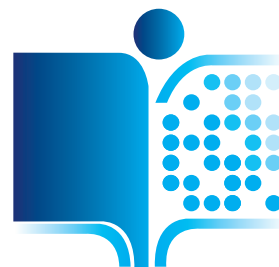


# SOUTH AFRICAN LIBRARY FOR THE BLIND



**SOUTH AFRICAN  
LIBRARY FOR THE BLIND**

An agency of the  
Department of Arts and Culture



2016

# ANNUAL REPORT

1 APRIL 2015 TO 31 MARCH 2016



# SOUTH AFRICAN LIBRARY FOR THE BLIND

The Board of the South African Library for the Blind is proud to present:

The Board and Management of the South African Library for the Blind, as the entity's Accounting Authority, submits its

## ANNUAL REPORT

for the period

1 APRIL 2015 TO 31 MARCH 2016

to the Minister of Arts and Culture, the entity's Executive Authority - for tabling in Parliament in terms of the provisions of the Public Finance Management Act of 1999 (Act 1 of 1999) and the South African Library for the Blind Act of 1998 (Act 91 of 1998) RP200/2016

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# PART A: GENERAL INFORMATION

## 1. PUBLIC ENTITY'S GENERAL INFORMATION

REGISTERED NAME:	South African Library for the Blind
REGISTRATION NUMBER	Not applicable
PHYSICAL ADDRESS:	112b High Street Grahamstown 6140
POSTAL ADDRESS:	P.O. Box 115 Grahamstown 6140
TELEPHONE NUMBER/S:	+27 (0)46 622 7226
FAX NUMBER:	+27 (0)46 622 4645
EMAIL ADDRESS:	director@salb.org.za
WEBSITE ADDRESS:	www.salb.org.za
EXTERNAL AUDITORS:	Auditor General South Africa
BANKERS:	Standard Bank; ABSA
COMPANY/ BOARD SECRETARY	Not applicable

## 2. LIST OF ABBREVIATIONS/ ACRONYMS

AGSA	Auditor General of South Africa
CEO	Chief Executive Officer
CFO	Chief Financial Officer
DAC	Department of Arts & Culture
DAISY	Digital Accessible Information System
IFLA	International Federation of Library Associations
PFMA	Public Finance Management Act
MTEF	Medium Term Expenditure Framework
NDPW	National Department of Public Works
SABA	South African Braille Authority
SALB	South African Library for the Blind
TIGAR	Trusted Intermediary Global Accessible Resources
WIPO	World Intellectual Property Organisation



### 3. CHAIRPERSON'S REPORT: 2015/2016

The Chair of the Board signed the Shareholder's Compact for 2015/2016 on behalf of the Board of the Library during a formal ceremony hosted by the Minister of Arts & Culture, the honourable Nathi Mthethwa on the 2nd of April 2015. The Board and Management executed their role and function based on the budget provided and the performance targets identified. The Board met during April and July 2015 as well as in February 2016 to monitor compliance, financial and performance matters and to approve a number of documents and policies. The Annual Performance Plan for 2015/2016 was approved during a Board meeting in December 2014.

The Board considered and approved the following Library policies: the Asset Management Policy; Risk Management Policy; Surplus Funds Management Policy; Language Policy; the amended Supply Chain Management Policy; the updated Fraud Prevention Policy; Information Technology Policy and a Debt Management Policy.

The 7 Sections of the Library, i.e. Library Services, Audio Production, Braille Production, National Braille Consultancy, Technical Services, Marketing and Administration jointly formulated 27 objectives for the financial year. The Board is pleased to announce that the Library achieved 25 of those objectives. The 93% achievement rate is a 5% improvement compared to the previous year. The two objectives not fully achieved was completed at 65% and 80% respectively. The Management and staff of the Library are commended for their efforts and encouraged to continue and improve the high-performance standard.

The Board took note of the work done by the Department of Arts & Culture to revise the White Paper on Arts Culture and Heritage. Any initiative to improve inclusivity, social cohesion and service delivery for all South African citizens especially blind and visually impaired people is supported. It is anticipated that the final White Paper will enable the Library to strengthen its governance to enable expansion and enhancement of services to registered members of the Library.

The Library's Annual Financial Statements and the unqualified Auditors Report for 2014/2015 was approved during a meeting in July 2015. The Library's Annual Report was tabled in Parliament during September 2015.

Revenue for 2015/2016 increased with 8% from the previous year to R26,526,838. Expenditure increased by 22% to R26,526,838. The Subsidy from DAC represents 4.4% from the total increase which is lower compared to the previous financial year. The rest of the revenue was raised by the Library through various other means. The Library continued to expand the establishment of Mini-Library service points in public libraries in partnership with

5 Provincial Governments, i.e. the Eastern Cape, KwaZulu-Natal, North West, Western Cape and Mpumalanga.

The Board noted with concern that the Department of Arts & Culture has indicated that no funds will be made available for the procurement of Playback devices. This is a huge expenditure item for the Library since the equipment is imported. Without these devices, members of the Library have no access to the audio reading material. The Board is, therefore, urging the Department to reconsider this decision or to adjust the annual subsidy to accommodate the annual procurement of playback devices. The Board is also urging the Department to adjust the annual subsidy of the Library to be based on inflation to support the annual staff salary adjustments. The Library had to utilize its own financial reserves to accommodate increases for 2015/2016.

The Board and Management of the Library continued to apply cost-saving measures to keep expenditure as low as possible. The Library would prefer to avoid utilizing its own financial reserves to fund administrative and operational expenditure. The Board therefore yet again calls on the Department to review the budget allocation of the Library to address the reading and information needs of blind and visually impaired people in a responsive manner.

The Board anticipates the continued and improved support from the Department of Arts & Culture on various levels. The management and staff of the Library are more than committed to continue delivering services and products of the highest quality to Library members. The partnership between the Department and the Library will make it possible for the Library to grow and development for the benefit of the blind and visually impaired people of South Africa.



Dr W Rowland

Chairperson of the Board of the South African Library for the Blind

### 4. DIRECTOR'S REPORT: 2015/2016

The 2015/2016 financial year was a most successful year for the Library in terms of performance matters. The Library achieved 93% of its objectives of the year which is an 5% improvement compared to the previous year. The main reason for the existence of the Library which is to serve and expand the number of registered Library members, is evident in the statistics of the Library for the year. 661 new members were registered bringing the total number of members serviced by the Library to 5,855. The Library added 894 accessible titles to its catalogue, i.e. 524 audio titles and 370 Braille titles. The Library is a participant of the TIGAR book service. This is an international catalogue of accessible titles made available by libraries who produced accessible material and made it available for international cross-border exchange. This initiative is coordinated by the Accessible Book Consortium under the auspices of the World Intellectual Property Organisation. 224 titles were downloaded which is a huge saving for the Library in terms of production time and cost. This service is expanding and it is anticipated that this resource will grow in importance in the future.

The TIGAR book service is also an initiative that aligns itself with the Marrakesh Treaty which has been accepted during a Diplomatic Conference during 2013. The Department of Trade and Industry has indicated that the South African Government will not ratify the Treaty soon. To date, 17 countries have ratified the treaty. This implies that South Africa will not be able to fully enjoy the concessions made in the Treaty allowing the international exchange of accessible material and to produce accessible material without delay because there will be no Copyright clearance obligations for the Library. The Department is urged to engage with the Department of Trade and Industry to address the matter.

The Library has always been an active member of the International Federation of Library Associations (IFLA). The Director served as Secretary and Treasurer for the Section Libraries Serving People with Print Disabilities for the past 4 years. His second term came to an end during September 2015. The Library will continue to be part of the work of the Section by attending meetings and participating in projects.

The Library continued with its initiative to make it possible for 4 blind or visually impaired Grade 12 learners from two different schools as part of an Internship program. Learners were exposed to all the functions performed by the Library and performed some functions on their own. The purpose is to give learners work exposure that may assist them when making their career or tertiary study choices.

As the National Library for the Blind and Visually impaired in South Africa the Library continued to expand its network of accessible Mini-Library library service points in public libraries across South Africa. The project was originally initiated in the Eastern Cape Province in 2010. Since then the number of Provinces expanded to 5, i.e. the Eastern Cape, KwaZulu-Natal, Mpumalanga, North-West and the Western Cape. 13 new Mini-Libraries were added this

year bringing the National total to 49. This is a partnership project between the SALB, Provincial Governments and applicable Local Governments. It is one of the strategies of the SALB to support the Social Cohesion priority of the National Government.

Registered members of the Library continued to receive a free library service. The cost of providing free playback devices is becoming a greater challenge every year because of the specialised nature of these devices all of them are imported. The same applies for the spare parts to service the machines. The Management of the Library started a project to explore alternative playback devices. A product was identified and tested with a number of the members of the Library in terms of ease of use, sound quality and navigational abilities. Based on the positive feedback the Library will continue to plan implementation strategies during the next financial year.

Staff development was one of the internal focus areas of the Library this year. The training budget increased with 160% compared to the previous year.

The South African Library for the Blind is proud of its achievements during the past year. The support, guidance and advice received from the Board is invaluable and appreciated. The commitment and dedication of the all staff members to deliver quality products and services is highly commendable and we would like to improve on that. Management is acutely aware that service delivery cannot be done by the Library on its own. We therefore value the partnerships we have with the Department of Arts and Culture, Provincial Governments, Local Governments, private institutions and various other organisations to assist the Library to improve and expand its role and function.



Mr F Hendrikz

Director

## 5. 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 the annual report is consistent with the annual financial statements audited by the Auditor General.

The annual report is complete, accurate and is free from any omissions.

The annual report has been prepared in accordance with the guidelines on the annual report as issued by National Treasury.

The Annual Financial Statements (Part E) have been prepared in accordance with the Auditing standards applicable to the public entity.

The accounting authority is responsible for the preparation of the annual financial statements and for the judgements made in this information.

The accounting authority is responsible for establishing and implementing a system of internal control that has been 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.

In our opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the entity for the financial year ended 31 March 2016.

Chief Executive Officer



F Hendrikz

July 2016

Chairperson of the Board



Dr W Rowland

July 2016

## 6. STRATEGIC OVERVIEW

### 6.1. VISION

The South African Library for the Blind is the leading Library in Africa providing equal access to information in accessible formats that improves the quality of life of blind and visually impaired people.

### 6.2. MISSION

The South African Library for the Blind renders a Library and information service to blind and visually impaired people through the production of accessible South African reading material in development of a comprehensive Library collection and rendering of advisory services to promote access to information.

### 6.3. VALUES

The focus of the South African Library for the Blind is to make a difference and add value to the lives of print disabled people. To make this possible, all our activities are guided by the following values:

- a. Trust**  
We base our working relationship on honesty and integrity.
- b. Respect**  
We respect people, time and property equally.
- c. Teamwork**  
We work together as a dedicated and loyal team.
- d. Positive attitude**  
We approach everything in an enthusiastic and constructive manner.
- e. Communication**  
We communicate in a responsive, clear and appropriate manner.
- f. Development**  
We actively support staff and infrastructure development to promote individual and organisational growth.



## A vertical photograph showing a section of a library. The image is dominated by a tall, curved wooden bookshelf filled with numerous books of various colors. Above the shelf, a thick, curved wooden beam or part of the ceiling structure is visible, creating a sense of depth and architectural detail. The lighting is soft, highlighting the spines of the books and the texture of the wood.

## 7.1 CONSTITUTIONAL MANDATE

## 7.2 LEGISLATIVE MANDATES

## 7.3 POLICY MANDATES

```

graph TD
    EA[EXECUTIVE AUTHORITY  
Dept of Arts & Culture] --> SAAB[ACCOUNTING AUTHORITY  
The SALB Board]
    EA --> CEO[DIRECTOR / CEO  
Francois Hendrikz]
    EA --> EOA[EXECUTIVES' OFFICE ASST  
Nataasha Agnew]
    EOA --> CFO[CHIEF FINANCIAL OFFICER  
Yasheen Ramcharan]
    EOA --> SNR_MGR_LIS[SNR MANAGER: LIS  
Linda Ngaleka]
    EOA --> SNR_MGR_PROD[SNR MANAGER: PRODUCTION & STANDARDS  
Pumla Mahanjana]
    EOA --> SNR_MGR_HR[SNR HR OFFICER  
Lizeke Qunza]
    EOA --> SNR_MGR_IT[SNR MANAGER: IT  
Vacant]
    SNR_MGR_LIS --> H_LIS[HEAD: LIS  
Vacant (Frozen)]
    SNR_MGR_LIS --> SNR_LIS[SNR LIBRARIAN: MEMBER LIAISON & OUTREACH  
Vuyokazi Mandongana]
    SNR_MGR_LIS --> SNR_PROJ[SNR PROJECTS AND MINILIBRARIES COORDINATOR  
Vacant]
    SNR_MGR_PROD --> H_PROD[HEAD: AUDIO PRODUCTION  
Melton Kivitts]
    SNR_MGR_PROD --> H_PROD_BR[HEAD: BRAILLE PRODUCTION  
Noluvuyo Yona]
    SNR_MGR_PROD --> BR_PROD[BRILLE CONSULTANT  
Passha Alden]
    SNR_MGR_HR --> SNR_HR[SNR HR OFFICER  
Lizeke Qunza]
    SNR_MGR_IT --> H_TS[HEAD: TECHNICAL SERVICES  
Johan Nel]
    SNR_MGR_IT --> ACC[ACCOUNTANT  
Malibongwe Nguma]
    H_LIS --> SNR_LIBR[SNR LIBRARIAN: COLLECTIONS, CATALOGUING & CLASSIFICATION  
Vacant (Unfunded)]
    H_LIS --> SDA[SYSTEMS AND DATABASE ADMINISTRATOR  
Luke Adriaan]
    H_LIS --> SNR_LO[SNR. LIBRARY OFFICERS  
Patricia Magabie  
Helen Samuel]
    SNR_LO --> LO_LIBR[LIBRARY OFFICER  
Florence Jodi]
    SNR_LO --> LO_PROJ[LIBRARY PROJECT ASST  
EC – Xolani Simakuhle  
KZN - Vacant]
    SNR_PROJ --> PC[PROJECT COORDINATORS  
EC – Vacant  
KZN – Y Mbanjwa  
NW – L Swartz  
WC – P Thompson]
    SNR_PROJ --> DT[SNR DIGITAL TECH. OFFICER  
Vacant (Frozen)]
    DT --> DTO[DIGITAL TECH OFFICERS  
Thembele Gxekwa  
Charlene Prince]
    DTO --> DBR[SNR BRAILLIST  
Cornelia Mtengu]
    DBR --> BR_LIST[BRALLISTS  
Hayley Loutz  
Esmeralda Oosthuizen]
    DBR --> BC_ASST[BRILLE CONSULTANTS ASST.  
Nombasa Kate]
    BC_ASST --> CLEAN[CLEANERS  
Monica Bekwa  
Felcity Booyesen]
    BC_ASST --> INT_K[INTERN  
Vuyo Kampu]
    BC_ASST --> FIN[FINANCE CLERK  
Tasmin Jattiem]
    BC_ASST --> ASST[ADMIN SUPPORT ASST.  
Xolisa Mqubuli]
    BC_ASST --> MS[MARKETING SERVICES  
Outsourced]
    BC_ASST --> TECH[TECHNICAL ASST.  
Rostienne Mager]
    BC_ASST --> IT[IT SERVICES  
Outsourced]
    BC_ASST --> PRINT[PRINTING ASSISTANTS  
Mark Bridger  
Llewellyn Stevens]
    BC_ASST --> DATA[DATA TYPIST  
Unathi Ngangani]
    BC_ASST --> TRAIN[TRAINEE BRAILLIST  
Sinazo Afrika  
Portia Mgeke]
    BC_ASST --> GEN[GENERAL LIBRARY ASST  
Lojiso Kalashe]
    BC_ASST --> LIB_DISP[LIBRARY DISPATCH ASST  
Likhaya Jodwana  
Xola Kila  
Michael Moodie  
Arnold Sphire]
    BC_ASST --> INT_N[INTERN  
Nokuthula Gunuza]
  
```



# 9. SALB STAFF - MARCH 2016

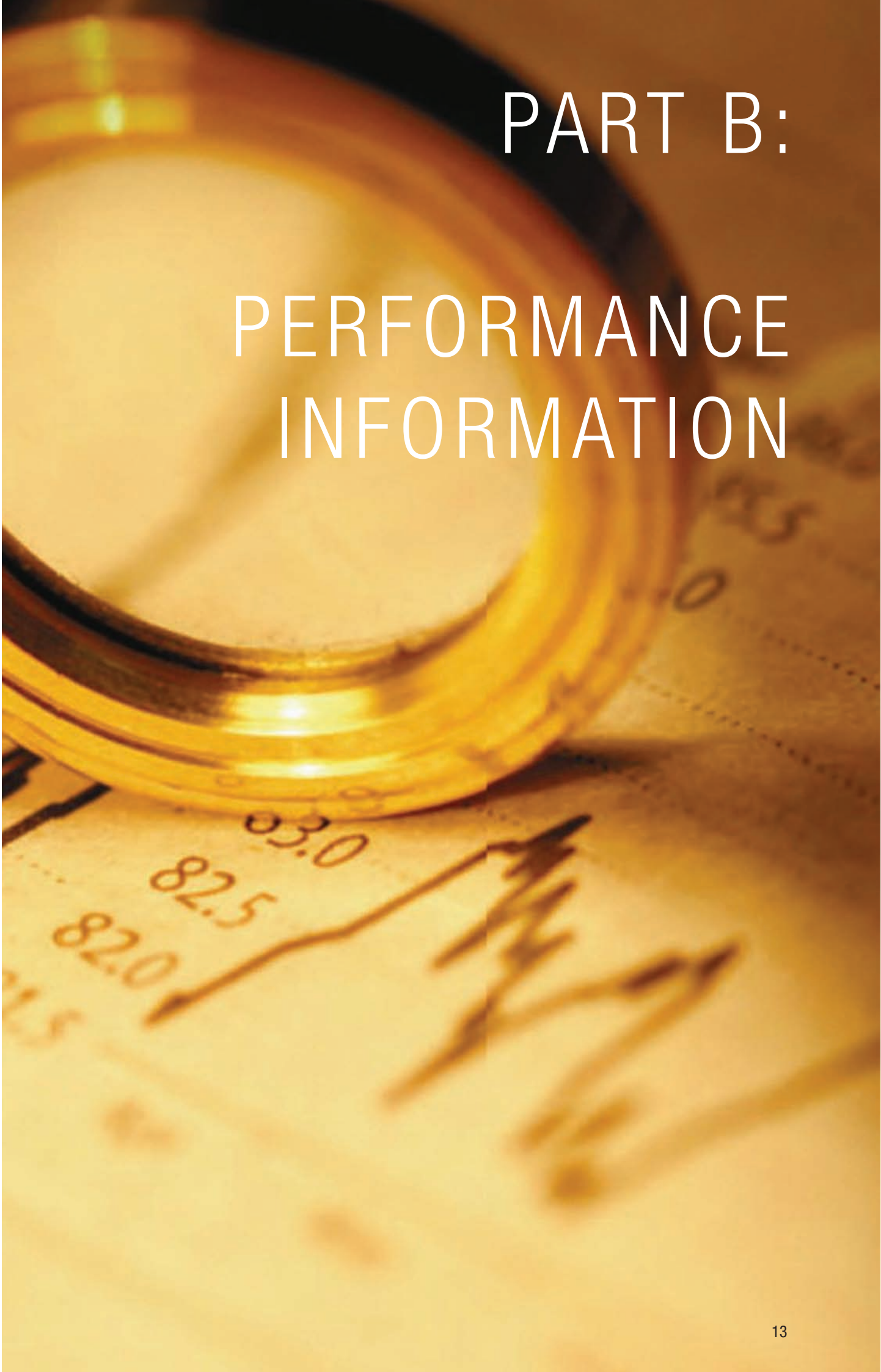


Back Row: Melton Kivitts, Likhaya Jodwana, Thembile Gxekwa, Andrew Brooks, Mark Bridger, Loyiso Kalashe, Johan Nel, Michael Moodie, Cornelia Ntengu, Tasmin Jattiem, Natasha Agnew  
 2nd Row: Malibongwe Nquma, Florence Jadi, Xola Kila, Llewellyn Stevens, Petro Taai, Vuyokazi Mpongwana, Nokuthula Gunuza, Lizeka Qumza, Nombasa Kate, Helen Samuel, Arnold  
 Sphere, Xolisa Mqubuli, Patricia Magabie  
 3rd Row: Pasha Alden, Monica Bekwa, Ntombizodwa Gqolodashe, Pumla Mahanjana, Linda Ngaleka, Francois Hendrikz, Yasheen Ramcharan, Noluuyo Yona  
 Kneeling: Hayley Loutz, Vuyo Kampu, Sinazo Afrika, Charlene Prince, Faith Williams, Esmeralda Oosthuizen, Luke Adriaan  
 Sitting on Floor: Portia Mqeke, Nobesuthu Lose, Unathi Ngangani  
 Absent: Neels de Lange, Thuli Khoza, Nomfuneko Melitafa



## PART B:

## PERFORMANCE INFORMATION





# 1. AUDITOR'S REPORT: PREDETERMINED OBJECTIVES

The AGSA 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 being reported under the Predetermined Objectives heading in the Report on other legal and regulatory requirements section of the auditor's report.

Refer to page 37 of the Report of the Auditors Report, published as Part E: Financial Information.

## 2. SITUATIONAL ANALYSIS

### 2.1. Service Delivery Environment

The SALB operates under Programme 6 of the activities of the Department of Arts & Culture, i.e. to facilitate full and open access to archival and information resources of South Africa.

In the SALB's case these activities are focused on the blind and visually impaired citizens of South Africa. The objectives of the Library therefore are in support of the Department of Arts & Culture's objective to guide, sustain and develop Library and information resources of South Africa so that good governance is supported, socio-economic development is sustained and citizens are empowered through full and open access to these resources. There are, however, a number of challenges facing blind and visually impaired people when it comes to access to information resources. These challenges influence the SALB in executing its core mandate and the role it plays on a broader social level. As part of strategic resource planning the Library is faced by the following challenges:

- Scarce skills
- Organizational structure
- Building constraints
- Connectivity
- National funding priority
- Expensive and imported technology
- Target market expansion
- Legal compliance funding needs
- Copyright and International access to reading material

In terms of opportunities the Library is the only one of its kind not only in South Africa but also on the African Continent. Although there are scarce skills in audio and Braille production the Library has well trained staff to produce accessible reading material for blind and visually impaired people. The Library's content is digitized which makes it easy to distribute material nationally and internationally. The Library plays an important role in collaboration with International organisations such as the World Intellectual Property Organisation to address the lack of sharing digital book files across international borders. The Library is also a member of the International Federation of Library Associations where we share and exchange knowledge about Library service delivery to our unique market. The Library has added a third reading format to its production line, i.e. tactile books for children. This contributes to literacy and the love for reading with children. Collaboration with Provincial Library Authorities contributed to the establishment of Digital Library Service Points in various public libraries. Expanding the membership base of the Library through this Mini-Library Project is crucial to reach as many members as possible.

The Mzansi Golden Economy of DAC provides additional opportunities for the SALB specifically in skill development and employment. The SALB will initiate an annual program whereby blind and visually impaired learners in Grade 11/12 will have the opportunity to learn all aspects of the operations performed by the Library. Apart from receiving a stipend during the period at the Library it will expose the learners to various career options they may consider after completion of their school studies.

### 2.2. Organisational Environment

The Library is a National Institution with very unique functions as the only Library for the Blind in the country and on the African Continent. The Library is therefore fully dependent on itself in terms of working out its organisational challenges in terms of audio and Braille book production, training of staff in these disciplines and obtaining and making available the necessary resources to render services and products.

The current Board was appointed by the Minister of Arts & Culture during October 2013, with their term ending September 2016. The Annual Performance Plan for 2015/16 was approved by the Board during its December meeting.

The Library places a high value on the implementation of a comprehensive training and development plan to expand and improve the skills of Library staff and the volunteers of the Library. This is necessary because of the unique skills required by the Library.

To create jobs and to address the scarce skills challenge the Library is pursuing the implementation of an apprenticeship program for blind and visually impaired learners in Grade 11/12. This includes partnerships with other organisations for the Blind and Visually Impaired people to develop the required skills set.

A project has been registered with the Department of Public Works to redesign the Library building to accommodate its medium and long-term space needs.

The Library's functions are in support of the Vision and Mission of the Department of Arts & Culture. Through

the production and distribution of accessible media to blind and visually impaired people in South Africa this target group becomes part of social cohesion, nation-building, sharing in the art and culture of South Africa and as well as its languages.

The organisational environment is limited due to the small but important market served but the challenges faced by the market are huge in terms of accessibility to reading material.

### Nationally

The core performance environment of the Library is guided but not limited to the broad goals and objectives of the Department of Arts & Culture with specific reference to:

- Job creation through the planned Apprenticeship program for blind and visually impaired matriculants;
- Access to information through continued production of accessible reading material and to participate with International Organisations to allow the free exchange of book files between countries;
- Revitalizing the public libraries of South Africa through the establishment of Digital Mini-Library service points in public libraries of all the provinces in South Africa
- Promotion of Linguistic Diversity through the production of accessible reading material in all the official languages of South Africa as well as tools in applying international rules and standards in developing training material in those languages.

In addition, the Library will consider various options to provide Internet access for our members to allow access to electronic accessible services. The Library will increase its print and electronic marketing efforts to raise its visibility and collaborate with various organisations to attract more members.

The continuously growing financial and other resource demands of the annual audits will be raised and discussed with the Board and the Office of the Auditor-General in an effort to find a solution to the challenge.

### Africa

The Library will identify opportunities to promote the work done by the Library in Africa. We will pursue opportunities to form partnerships with organisations in Countries with established infrastructure to render Library Services or general services to blind and Visually Impaired people. This will be done with the

assistance of strategic partners, nationally and internationally.

### Internationally

The Library will participate as a member of a Steering committee in the three-year Trusted Intermediary and Global Accessible Resources (TIGAR) project. The purpose is to determine an internationally accepted arrangement to addresses the International exchange of material between Trusted Intermediaries of in-copyright material that is acceptable for rights holders and organisations serving the information and reading needs of blind and visually impaired people. The South African Government is a signatory to the United Nations Convention on the Rights of Persons with Disabilities. One of the key responsibilities to be addressed is focussed on Access to information. The Library is assisting the National Government of South Africa to address this matter for blind and visually impaired people of this country.

### 2.3. Key Policy Developments and Legislative changes

No Legislative or Policy changes were instituted during the reporting period that affected the work of the Library.

### 2.4. Strategic Outcome Oriented Goals

The Strategic goal of the Library is to render a National Library service to blind and visually impaired people. This has been achieved during this reporting period as indicated in the following Section where the performance of the various Sections of the Library is explained. The Library achieved 93% out of the total of 27 objectives set for the year. The rest of the objectives were partially achieved, 65% to 80% respectively.



### 3. PERFORMANCE INFORMATION BY PROGRAMME/ACTIVITY/OBJECTIVES

#### 3.1. Programme 1: Administration Sub-programme Human Resource & Support Services

Strategic objectives, performance indicators planned targets and actual achievements

Strategic objectives	Actual Achievement 2014/2015	Planned Target 2015/2016	Actual Achievement 2015/2016	Deviation from planned target to Actual Achievement for 2015/2016	Comment on deviations
To expand the Library's Human Resource base with the appointment of 3 new staff members as full time employees in 2015/16	3	3	3	-	-
To engage and develop the skills of 4 blind and or visually impaired learners through an Apprenticeship Program in 2015/16	4	4	4	-	-
To develop a formal Staff Induction Program by 31 March 2016	-	1	1	-	-
To reach out to 1 African country to develop capacity to render Library and Information Service to blind and visually impaired people in 2015/16	1 (Lesotho)	1	2 (Nigeria and Zambia)	+1	Positive reaction from 6th Africa Forum attendance and report.

#### 3.2. Programme 2: Business Development Sub-programme 2.1: Library & Information Service

The purpose of this Programme is to develop a balanced collection of audio and Braille material in line with Copyright Legislation and to issue and receive reading material and reading devices to the members of the Library.

The Programme consists of Circulation (Audio and Braille) and Cataloguing.

Strategic objectives, performance indicators planned targets and actual achievements

Strategic objectives

Strategic objectives	Actual Achievement 2013/2014	Planned Target 2015/2016	Actual Achievement 2015/2016	Deviation from planned target to Actual Achievement for 2015/2016	Comment on deviations
To catalogue 510 audio book titles to the Library's collection in 2015/16	423 titles were added to the collection.	510	524 new audio titles added to the catalogue	+14	Within 5% of target deviation approved by the Board in December 2014.
To catalogue 370 Braille book titles to the Library's collection in 2015/16	293 titles were added to the collection.	370	380 new Braille titles added to the catalogue	+10	Within 5% of target deviation approved by the Board in December 2014.
To catalogue 1 Braille Magazine title in 2015/16	1 - The Fair Lady was added to the catalogue	1	1 - The Fin-week was added to the catalogue	-	-
To catalogue 1 Braille newspaper title in 2015/16	1 - The Star Newspaper was added to the catalogue	1	1 - The Sunday Times Newspaper was added to the catalogue	-	-
To register 645 new Library members in 2015/16	704 members registered	645	661 members registered	+16	Within 5% of target deviation approved by the Board in December 2014.
To establish 20 new Mini-Libraries in 2015/16	15 Mini-Libraries were established.	20	13 Mini-Libraries established	-7	Due to changes in staff; some signed SLA's were outstanding; these will be followed up in 2016/17.
To circulate 125 406 reading material in 2015/16	140,656 items circulated	125,406	125,354 items circulated	-52	Within 5% of target deviation approved by the Board in December 2014.
To download 60 TIGAR files in 2015/16	91 TIGAR files downloaded	60	224 TIGAR files downloaded	+164	Staff gained competency in using the system thus more titles were downloaded. Titles already copyright cleared were identified for downloading.



## Sub-programme 2.2: Braille Production

Strategic objectives, performance indicators planned targets and actual achievements

Strategic objectives	Actual Achievement 2014/2015	Planned Target 2015/2016	Actual Achievement 2015/2016	Deviation from planned target to Actual Achievement for 2015/2016	Comment on deviations
Produce 240 SALB Braille titles in 2015/16	230 Braille titles were produced	240	242 Braille titles were produced	+2	Within 5% of target deviation approved by the Board in December 2014.
Process 130 supplier Braille titles in 2015/16	65 supplier titles were produced	130	131 supplier titles were produced	+1	Within 5% of target deviation approved by the Board in December 2014.
Produce 1 new Braille Magazine title in 2015/16	1 - The Fairlady was produced in Braille	1	1 - The Fin-week was produced in Braille	-	-
Produce 20 Indigenous Braille titles in 2015/16	20 new indigenous language Braille titles were produced	20	20 new indigenous language Braille titles were produced	-	-
Produce 1 new Braille Newspaper title in 2015/16	1 Braille newspaper, The Star was produced	1	1 Braille newspaper, The Sunday Times was produced	-	-

## Sub-programme 2.3: Audio Production

Strategic objectives, performance indicators planned targets and actual achievements

Strategic objectives	Actual Achievement 2014/2015	Planned Target 2015/2016	Actual Achievement 2015/2016	Deviation from planned target to Actual Achievement for 2015/2016	Comment on deviations
Production of 240 SALB audio titles in 2015/16	Produced 230 newly narrated digital audio book titles	240	Produced 242 newly narrated digital audio book titles	+2	Within 5% of target deviation approved by the Board in December 2014.
Process 270 supplier digital audio titles in 2015/16	Processed 163 supplier audio digital titles	270	Processed 275 supplier audio digital titles	+5	Within 5% of target deviation approved by the Board in December 2014.



## Sub-programme 2.4: National Braille Consultancy

Strategic objectives, performance indicators planned targets and actual achievements

Strategic objectives	Actual Achievement 2014/2015	Planned Target 2015/2016	Actual Achievement 2015/2016	Deviation from planned target to Actual Achievement 2015/2016	Comment on deviations
To produce 18 pre-school picture books in 2015/16	19 tactile books produced	18	26 tactile books produced	+8	Additional interest shown; hence production target exceeded for the year.
To provide training in Braille standards and facilitate the reading of tactile picture books at 4 special schools in 2015/16	4 schools received training in UBC	4	4 schools received training in UBC	-	-
To update a Braille SiSwati training manual in 2015/16	-	1	1	-	-
To prepare and administer the writing of 2 Braille examinations for learners at 22 schools for the blind in 2015/16	2 Braille examinations were administered	2	2 Braille examinations were administered	-	-

## Sub-programme 2.5: Technical Services

Strategic objectives, performance indicators planned targets and actual achievements

Strategic objectives	Actual Achievement 2014/2015	Planned Target 2015/2016	Actual Achievement 2015/2016	Deviation from planned target to Actual Achievement for 2015/2016	Comment on deviations
Service 1164 digital playback devices in 2015/16	927 Players were serviced	1 164	933 Players were serviced	-231	All Players received for servicing were repaired. A lower number of players received from members for maintenance is a positive indicator of quality machines and good care and maintenance.
Prepare 645 digital playback devices for distribution through Library Services in 2015/16	721 Digital players were distributed to new Library members.	645	744 Digital players were distributed to new Library members.	+99	More digital players were distributed due to the increase in membership, i.e. individual and Mini-Libraries, which is a positive indicator.



3.3 Programme 3: Public Engagement  
Sub-programme - Marketing

Strategic objectives, performance indicators planned targets and actual achievements

Strategic objectives	Actual Achievement 2014/2015	Planned Target 2015/2016	Actual Achievement 2015/2016	Deviation from planned target to Actual Achievement for 2015/2016	Comment on deviations
Outsource the research, writing and publishing of a publication about the 100 year history of the Library for 2015/16	-	1	1	-	-
Draft a Centenary Celebration event plan for 2015/16	-	1	1	-	-

*Y Ramcharan*

Y Ramcharan  
CFO  
Date: 31 May 2016

*F Hendrikz*

F Hendrikz  
Director  
Date: 31 May 2016





# 1. INTRODUCTION

The South African Library for the Blind governance processes comply with existing corporate governance processes and systems. All activities of the Library are directed, controlled and can be accounted for. In addition to the requirements of the South African Library for the Blind Act 91 of 1998 corporate governance is applied through the precepts of the Public Finance Management Act (PFMA) and run in tandem with the principles contained in the King's Report on Corporate Governance where applicable. The Library reports to Parliament once a year and meets with the Portfolio Committee when required.

# 2. PORTFOLIO COMMITTEE

No Portfolio Committee meetings were scheduled during 2015/16.

# 3. EXECUTIVE AUTHORITY

The Management of the Library submitted four quarterly reports to the Department of Arts & Culture as required.

# 4. THE ACCOUNTING AUTHORITY / BOARD INTRODUCTION

The SALB Board is appointed in accordance with the South African Library for the Blind Act 91 of 1998. The Board is responsible and accountable for the Library's performance and strategic direction.

The role of the Board is as follows:

- (a) to formulate the policies of the Library for the Blind;
- (b) to approve the budget of the Library for the Blind;
- (c) to approve the financial statements of the Library for the Blind;
- (d) to advise the Minister with regard to matters with which the Library for the Blind is concerned; and
- (e) to furnish the Minister with such information as the Minister may require.

## Board Charter

The Board Charter was approved by the Board during August 2008. The Board aligns its legal responsibilities with the Charter and complies with all requirements.

## Composition of the Board

Name	Designation	Date appointed	Date re-signed	Qualifications	Area of Expertise	Board Directorships	Other Committees or Task Teams	No. of Meetings attended
Dr W Rowland	Chairperson	2013		MA - 1977 PhD - 1985	Human Resources Braille Production Designer of Braille Writing Slate	National Library of SA Council of Higher Education Council of University of Johannesburg Taganta Financial Group Council of National Literary Museum SA Breweries SABC		2
Ms D Nkosi	Deputy Chairperson	2013		B.Bibl - 1991 B Bibl Honours - 1995 Masters Public & Development Management - 2001	Content Management - Library Services Finance	LIASA IFLA SANLIC Kwa-thema Stimulation Centre		2
Mr Z Ally	Board Member	2013		BA Degree - 2000 B Comm Honours - 2002	Project Management Finance HR Audit & Compliance Industrial Relations Strategy Alignment Business Process Development	Blind SA - 2011 DPSA - 2011		2
Adv S Kekana	Board Member	2013		B Juris - 1996 LLB - 1999 LLM - pending conferment	PFMA PPPF	SAMRO CMHRB - Capricorn Mental Health		0
Mr J Nair	Board Member	2013		Fundraising & Philantrophy - 1993 Human Resource Management - 1988	Management Financial Management Human Resource Management Marketing	CRPD Monitoring Project Disability Rights Promotion AFLIB President		3
Ms V Nyamathe	Board Member	2013		B.Admin - Industrial Psychology - 1991	Human Resources Financial ICT Training	HIV and Aids See No Disability Soweto Workshop for the Blind JSB Training Academy		2
Mr M Watermeyer	Board Member	2013		BA - 1992 LLB - 1995 Cobol Computer Programming Diploma	Management Human Resources Fundraising Literature Governance Transformation	Life Honorary – NEADS Canada Higher Education Committee		3
Ms S Matsebula	Board Member	2013		BSc - 1981 MS - 1984	Management - HR, Finance, Auditing Marketing & Liaison Fundraising	Cheshire Cheshire Homes SA Rehabilitation International Pan African Federation of Disabled People SA Federation of Disabled Persons Swaziland National Society for the Blind Taganta Board Member I-Capital Board Member Director: Motswako Office Solutions		3
Ms N Rasmeni	Board Member	2013		BA - 1993 DSE - 1976 HPTC - 1966	Management / Leadership	EccoBlind		3

The Board did not appoint alternate members and no committees were established.

## Remuneration of board members

Board members are remunerated according to National Treasury Guidelines. Board members employed by Government are excluded from remuneration. The SALB Act makes provision for reasonable travel and accommodation costs to be paid by the Library for Board members when executing official duties.

Board Member	Sub-Total
W Rowland	6 876,00
Ms L Nkosi	4 008,88
M Watermeyer	4 212,00
Z Ally	2 808,00
J Nair	4 212,00
N Rasmeni	6 303,52
Ms V Nyamathe	1 404,00
Ms JS Matsebula	2 808,00
	32 632,40

## 5. RISK MANAGEMENT

A Risk Management Policy is in place as confirmed by the Library's Internal Auditors. The strategy is based on the policy. Regular risk assessments are performed as required and verified by the Internal Auditors and the Library's Audit Committee. The management team of the Library serves as a Risk Management Committee which is lead by the Chief Financial Officer. The CFO and the CEO are responsible for addressing and mitigating identified risks. All risks identified on an annual basis are addressed in collaboration with the Audit Committee.

## 6. INTERNAL CONTROL UNIT

The Management Team of the SALB functions as the Internal Control Unit. Monthly meetings are conducted. Issues are raised with the Board where applicable during their quarterly meetings.

## 7. INTERNAL AUDIT AND AUDIT COMMITTEE

The key activities and objectives of the internal audit are as follows:

- Performing an assessment of the adequacy and effectiveness of the risk management processes;
- Analysing and evaluating defined business processes and associated controls;
- Evaluating the effectiveness of controls over the reliability and integrity of certain defined information for management purposes, with particular emphasis on financial information;
- Ascertaining the level of compliance with policies, plans, procedures, laws and regulations applicable to the work undertaken;
- Assessing the adequacy of controls to safeguard assets, including intangible assets applicable to the work undertaken;
- Assessing whether significant IT and capital projects, strategic programs and plans are appropriately documented, approved and implemented;
- Drawing attention to any failure by management to take remedial action with respect to control weaknesses identified and reported; and
- Assist the Audit Committee in achieving its objectives by evaluating processes.

The key activities and objectives of the audit committee are:

- To oversee the internal audit;
- Be responsible for recommending the appointment of the external auditor and to oversee the external audit process;
- Oversee integrated reporting and should have regard to all factors and risks that may impact on the integrity of the integrated report;
- Perform Risk management;
- Provide oversight on Information Technology Governance;
- Provide general oversight and reporting of sustainability by reviewing the integrated report to ensure that the information contained in it is reliable and that it does not contradict the financial aspects of the report;
- Oversee the provision of assurance over sustainability issues; and
- Ethics, Compliance, and Whistleblowing - be responsible for monitoring the ethical conduct of the Library, its executives and senior officials, by Reporting and Accountability - an independent role with accountability to the board.

A summary of the internal audit work done is provided in the report of the Audit Committee Chair. Specify summary of audit work done.

The table below discloses relevant information on the audit committee members

Name	Qualifications	Internal or External	If internal, position in the public entity	Date appointed	Date Resigned	No. of Meetings attended
C Grobler	Chartered Accountant & Registered Auditor	External		4 January 2012		3
A Wagenaar	B.Com & B. Tax Honours	External		4 January 2012		2
H Harnett	B. Accounting & Chartered Accountant	External		4 January 2012		2

## 8. COMPLIANCE WITH LAWS AND REGULATIONS

The Library complies with all applicable Laws and Regulations and is audited internally and externally for compliance.

## 9. FRAUD AND CORRUPTION

A Fraud Risk Management Policy is in place as well as an Anti Fraud and Anti Corruption Policy and Plan. The Library's affairs are conducted according to these documents and tested by Internal and External Audits. No fraudulent activities were raised during the financial year. The plan makes provision for various mechanisms to report fraud or corruption by anyone.

## 10. MINIMISING CONFLICT OF INTEREST

The Board and Management of the Library are aware of the potential conflict of interest that may arise in the supply chain management process. This is due to the small staff component of the Library in senior positions. Within this confinement delegations are carefully assigned in an effort to minimize conflict of interest. This matter was not raised during the recent Internal or External Audits.

## 11. CODE OF CONDUCT

The Library's conduct is guided by its Legislation, Conditions of Service, Disciplinary Code, shared value statement and values. Breach of any of the above is addressed through approved internal disciplinary practices.

## 12. HEALTH SAFETY AND ENVIRONMENTAL ISSUES

### Compliance:

The South African Library for the Blind complies with the OHS&E Act, 85 of 1993, in the following manner:

Health and Safety Representatives: Compliance according to H&S act: Every Institution/business/entity, which employs 20 or more people, in a shop/office type environment must comply by having ONE representative for every 100 workers, or part thereof. The SALB has 4 Health and Safety Representatives for just over 40 employees.

First Aid: Compliance according to H&S act: One First Aider must be available during a shift. The SALB has a minimum of 3 qualified First Aiders per shift.

H&S Committee: The Representatives must have regular meetings to discuss OH&S issues. This has been changed in the new Act to a H&S committee meeting once every quarter, and that the minutes of these meetings must now be signed by the CEO of the organisation. The SALB conducted these meetings regularly when there were contractors on site. These will now take place once a quarter and the minutes signed by the CEO. The minutes of these meetings will be kept for a minimum of 3 years, on file.

Evacuation plans: Evacuation procedures must be in place and personnel must be made aware of procedures. The SALB does have a comprehensive evacuation plan, and emergency evacuation drills are held at least twice a year. The Library has purchased an Evac-Chair to assist people down a staircase. Training on how to use this chair to evacuate an injured staff member from the building in the event of an injury which prevents them from doing so themselves, will be given to the First Aiders. The fire extinguishers in the Library are serviced and checked annually by A&L Fire in Port Elizabeth under contract by NDPW. Proof of the visits can be seen on the service card of each fire extinguisher. The elevator in the Library is checked once a month, by Schindler, also under contract by NDPW. Records of these monthly inspections and the repairs that were required, if necessary, are noted on these inspection documents, and are kept on file.



## 13. COMPANY / BOARD SECRETARY

Not applicable.

## 14. SOCIAL RESPONSIBILITY

The core function of the Library, i.e. to render a library and information service to blind and print handicapped people is a social responsibility service. Services are rendered to any blind person free of charge. The Library expanded the production of its pre-school tactile picture books to include two Non-Governmental Organisations as a job creation and skills development program. The Library also provides volunteer work to more than 50 narrators, proof readers, copy typists and braillists across South Africa who assist the Library to produce Audio and Braille reading material.

## 15. AUDIT COMMITTEE REPORT

### Report of the Audit Committee

We are pleased to present our report for the financial year ended 31 March 2016.

#### Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 51 (1)(a)(ii) of the Public Finance Management Act and Treasury Regulation 27.1. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its Audit Committee Charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

#### The Effectiveness of Internal Control

Our review of the findings of the Internal Audit work, which was based on the risk assessments conducted in the public entity revealed certain weaknesses, which were then raised with the public entity.

The following internal audit work was completed during the year under review:

- *Performance of internal audit assignments*
  - Human Resources ('HR') and Payroll
  - Supply Chain Management and expenditure
  - Banking and Cash management
  - Financial Control Review (including Fixed Asset Management)
  - Computer audit/IT security
  - Follow-up of internal and external audit control deficiencies
- *Audit of performance indicators (financial and non-financial data)*
- *No significant items (rated as high risk) were identified during the above internal audit assignments.*

#### In-Year Management and Monthly/Quarterly Report

The public entity has reported monthly and quarterly to the Treasury as is required by the PFMA.

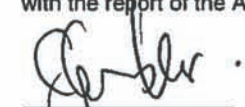
#### Evaluation of Financial Statements

We have reviewed the annual financial statements prepared by the public entity.

#### Auditor's Report

We have reviewed the entity's implementation plan for audit issues raised in the prior year and we are satisfied that the matters have been adequately resolved.

The Audit Committee concurs and accepts the conclusions of the Auditor-General on the 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.



**Chané Grobler CA(SA)**  
Chairperson of the Audit Committee  
South African Library for the Blind

23 July 2016





# 1. INTRODUCTION

## OVERVIEW OF HR MATTERS

During the 2015/2016 financial year, 19 appointments were dealt with, of which two were at Snr Management level. One additional staff member was also appointed in the Human Resources section. 8 staff members were appointed on the permanent establishment, two Interns were appointed and 9 contract appointments were made. 6 of the contract appointments were made in the area of our Provincial Mini-Libraries initiatives, where the funding was kindly made available by the relevant Provincial Departments of Arts and Culture in the Eastern Cape, KwaZulu-Natal, North West and Western Cape. The three other contract appointments were short term contract appointments to assist in the growth of our African Language collection in Braille. Regrettably twelve terminations were also dealt with during the year under review, of which 8 were contract workers. One staff member was unfortunate to have been medically boarded due to deteriorating health conditions and sadly the Library also mourned the loss of one staff member as well as a retiree of the SALB. The details listed above excludes the addition and/or termination of service of Narrators and Proofreaders who also conduct a vital service on behalf of the South African Library for the Blind on a casual or volunteer basis.

## HR PRIORITIES FOR THE YEAR UNDER REVIEW AND THE IMPACT OF THESE PRIORITIES

During the 2015/2016 financial year, two blind and two visually impaired learners have visited the Library from two different Schools for the Blind on an apprenticeship programme. The programme is aimed at exposing scholars to the different work environments within the SALB for them to have a better understanding of what any one of those disciplines entail. We believe that this could aid in them making future career and/or developmental decisions based on what they have experienced here. From a more technical point of view, the Library bought an Employee Self Service Programme as part of their personnel administration solution to manage the leave processing for staff, online provision of payslips and IRP5s and also online self-updating of personal information. During the 2014/2015 Annual Report the HR section stated that "In order to become more relevant and reach more blind and visually impaired persons, it is important to expand the workforce in line with the revised organisational structure, as well as to grow and develop the current staff of the South African Library for the Blind. The production of material for blind and visually impaired persons and playback devices are not only costly to procure and produce, but is also labour intensive. It demands that we appoint more staff in order to expand our membership." Regrettably, funding constraints necessitated the Library to freeze some of its planned appointments for the 2015/2016 Financial Year. As an alternative, the Library appointed two interns to assist within the Library with some of the functions. Regrettably it will appear as though the funding constraints will only become

more stringent going forward and one needs to find ways in which to ensure service to the blind does not become constraint as well.

## WORKFORCE PLANNING FRAMEWORK AND KEY STRATEGIES TO ATTRACT AND RECRUIT A SKILLED AND CAPABLE WORKFORCE

Below market linked salary scales, as well as ever increasing funding constraints at the SALB makes it difficult for the SALB to attract and retain suitably qualified staff, especially from designated groups. The SALB often find itself having to re-advertise vacancies in order to appoint suitably qualified candidates from designated groups or having to replace a staff member from a designated group that found alternative appointment - often this is within the first year to the third year of employment. As already mentioned, the current strain on the National Viscus and the demand by National Treasury for Government Departments and Public Entities to cut costs, is a further damper on the sourcing of suitably qualified staff and appropriate numbers of staff to ensure an optimal service is rendered to our blind and visually impaired South African Citizens.

## EMPLOYEE PERFORMANCE MANAGEMENT FRAMEWORK

Although the annual performance targets in the Human Resources section have been met, it was not without challenge and compromise in terms of New Appointments. Due to funding constraints, the Library appointed a Librarian Intern as opposed to a Snr Cataloguer during the financial year as the financial sustainability of the Snr Cataloguing position was not possible. The Performance Targets throughout the Library were also mostly met, apart from the ones outside of our control. This was made possible by the commitment and dedication of all our staff. Although financial rewards are awarded to staff that render service above the standard required, financial constraints do not allow for optimum rewarding of staff for outstanding performance. SALB Management however appreciates the dedication of the staff at the South African Library for the Blind.

## EMPLOYEE WELLNESS PROGRAMME

The Staff Wellness Programme was enriched this year with regular events aimed at motivating staff and/or enhancing the Teamwork and Positive Attitude Values at the SALB. Some of the events included discussions on Budgeting and on Motivation. There were officials here from the local clinic one day to do screening tests, there were events aimed at understanding the background behind Youth day, etc. There were also staff members with unfortunate medical and/or compassionate matters that benefitted from the employee wellness programme, mostly by means of time off or work

pressure alleviation. The SALB also mourned the regrettable loss of one staff member. A memorial service was held at SALB to allow staff to mourn his loss, along with his widow and two children. One other staff member who was on extended medical absence was officially boarded from the South African Library for the Blind on 1 April 2015 as well.

## ACHIEVEMENTS

During 2015/2016, 4 Visually impaired (two blind and two partially sighted) scholars participated in the Apprenticeship programme of the Library. Two of the scholars were from a school for the Blind in the Western Cape and two other from a school for the Blind in the Eastern Cape. The learners spent approximately one working week at the Library during which they were exposed to the various functions performed in the different sections of the Library. The feedback received from the scholars in terms of the programme was very positive.

19 staff members attended a two day training workshop on Essential Skills for the Modern Supervisor during the 2015/2016 Financial year. 9 Staff members also received in-house training on Employment Equity Committees and 5 staff members applied successfully for skills funding for formal

qualifications during the year under review. Other training intervention included training on the Library Management System, Payroll System, Pastel Accounting and GRAP.

One staff member completed 10 years of service, two staff members completed 20 years of service and two staff members completed 30 years of service at the Library during the 2015/2016 financial year. The SALB commend them all on these wonderful milestones.

## HR CHALLENGES FACED BY THE SA LIBRARY FOR THE BLIND

The main challenge faced by the SALB in terms of Human Resources Management is that of attracting suitably qualified staff, and then retaining employees from designated groups. This is mostly as a result of our salary scales that are below market standard.

## FUTURE HR PLANS/GOALS

Continuous efforts to grow and expand the workforce of the Library even during a period of financial constraints in order to serve the blind and visually impaired community optimally.

# 2. HUMAN RESOURCE OVERSIGHT STATISTICS

Personnel Cost by Programme/Activity/Objective

Programme/ activity/ objective	Total Expenditure for the entity (R'000)	Personnel Expenditure (R'000)	Personnel exp. as a % of total exp. (R'000)	No. of employees	Average personnel cost per employee (R'000)
Full Time Staff	26 527	13 694	52	47	291
DSRAC EC Project	1 451	392	27	2	196
KZN Library Project	893	242	27	1	242
Mpumalanga Library Project	0	0	0	0	0
North-West Library Project	146	62	42	1	62
Western Cape Library Project	822	166	20	1	166

Personnel Cost by Salary Band

Level	Personnel Expenditure (R'000)	% of personnel exp. to total personnel cost (R'000)	No. of employees	Average personnel cost per employee (R'000)
Top Management				
Senior Management	1 075	8	1	1 075
Professional qualified	2 327	17	4	582
Skilled	8 363	61	29	288
Semi-skilled & others	1 929	14	13	148
Unskilled				
TOTAL	13 694	100	47	291

NOTE: The level in the above table is aligned to the EEA 9 table issued by the Department of Labour



## Performance Rewards

Programme/activity/objective	Performance rewards	Personnel Expenditure (R'000)	% of performance rewards to total personnel cost (R'000)
Top Management			
Senior Management	22	1 075	15
Professional qualified	23	2 327	15
Skilled	87	8 363	58
Semi-skilled & other	19	1 929	12
Unskilled			
TOTAL	151	13 694	100

NOTE: The performance reward totals are not actual expenses, but provisions based on estimates as per approved policy.

## Training Costs

Programme/activity/objective	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Training Expenditure as a % of Personnel Cost	No. of employees trained	Avg training cost per employee
Study Grants	13 694	68	0.50	5	13.6
Skills Development & Training	13 694	152	1.11	49	3.1
Conferences & Seminars	13 694	74	0.54	5	14.8

NOTE: There are employees who have attended more than one training intervention under the Skills Development and Training category above and is therefore counted per training intervention.

## Employment and Vacancies

Programme/activity/objective	2014/2015 No. of Employees	2015/2016 Approved Posts	2015/2016 No. of Employees	2015/2016 Vacancies	% of Vacancies
Full Time Staff	41	49	47	2	4
EC Library Project	2	2	1	1	50
KZN Library Project	1	2	1	1	50
Mpumalanga Library Project	0	1	0	1	100
North-West Library Project	0	1	1	0	0
Western Cape Library Project	0	1	1	0	0

NOTE: The table above reflects staff totals as at 31 March 2016.

Programme/activity/objective	2014/2015 No. of Employees	2015/2016 Approved Posts	2015/2016 No. of Employees	2015/2016 Vacancies	% of Vacancies
Top Management					
Senior Management	1	1	1	0	0
Professional qualified	2	5	4	1	50
Skilled	27	30	29	1	50
Semi-skilled	12	13	13	0	0
Unskilled					
TOTAL PERMANENT STAFF	42	49	47	2	100
Project Staff	3	5	4	1	25

## Employment Changes

Salary Band	Employment at beginning of period	Appointments	Terminations	Employment at end of the period
Top Management				
Senior Management	1	0	0	1
Professional qualified	2	3	1	4
Skilled	27	4	2	29
Semi-skilled	12	6	5	13
Unskilled				
TOTAL	42	13	8	47
Project staff	3	6	5	4

## Reasons for staff leaving

Reason	Number	% of total no. of staff leaving
Death	1	8
Resignation	4	33
Dismissal	1	8
Retirement	0	
Ill health	1	8
Expiry of contract	5	43
Other		
TOTAL	12	100

Note: The totals in the reasons for staff leaving includes terminations on the Project roles as well.

## Labour Relations: Misconduct and Disciplinary Action

Nature of disciplinary Action	Number
Verbal Warning	
Written Warning	
Final Written Warning	1
Dismissal	1

Equity Target and Employment Equity Status

Levels	MALE							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top Management								
Senior Management							1	1
Professional qualified					1	1	1	1
Skilled	4	6	4	4			1	1
Semi-skilled	3	3	4	4				
Unskilled								
TOTAL	7	9	8	8	1	1	3	3

Levels	FEMALE							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top Management								
Senior Management								
Professional qualified	2	2						
Skilled	9	9	8	8			2	2
Semi-skilled	6	6	1	1				
Unskilled								
TOTAL	17	17	9	9			2	2

Levels	DISABLED STAFF			
	MALE		FEMALE	
	Current	Target	Current	Target
Top Management				
Senior Management				
Professional qualified				
Skilled	0	1	1	1
Semi-skilled				
Unskilled				
TOTAL	0	1	1	1

PART E:

ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2016




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APPROVAL OF ANNUAL FINANCIAL STATEMENTS

The annual financial statements which appear on pages 43 to 67 have been approved and authorised for issue on date of signature by the Board and are signed by the CEO:



Dr W Rowland  
Chairperson  
Date: 29 July 2016



F Hendrikz  
Director (CEO)  
Date: 29 July 2016

Report of the auditor-general to Parliament on  
South African Library for the Blind

Report on the financial statements

Introduction

1. I have audited the financial statements of the South African Library for the Blind set out on pages 43 to 67 which comprise the statement of financial position as at 31 March 2016, the statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget information with actual information for the year then ended, as well as the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting authority's responsibility for the financial statements

2. The Board which constitutes the accounting authority is responsible for the preparation and fair presentation of these financial statements in accordance with South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (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.

Auditor-general's responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing. Those standards require that I comply with ethical requirements, and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Opinion

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the South African Library for the Blind as at 31 March 2016 and its financial performance and cash flows for the year then ended, in accordance with SA Standards of GRAP and the requirements of the PFMA.

### Emphasis of matters

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

#### Irregular expenditure

8. As disclosed in note 27 to the financial statements, irregular expenditure amounting to R971 000 was incurred by the entity for the year ended 31 March 2016. This was as a result of non-compliance with procurement requirements.

#### Restatement of corresponding figures

9. As disclosed in note 24 to the financial statements, the corresponding figures for 31 March 2015 have been restated as a result of an error discovered during the year ended 31 March 2016 in the financial statements of the entity, and for the year ended, 31 March 2015.

### Report on other legal and regulatory requirements

10. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) and the general notice issued in terms thereof, I have a responsibility to report findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation and internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

### Predetermined objectives

11. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programme presented in the annual performance report of the South African Library for the Blind for the year ended 31 March 2016:

- Programme 2: Business Development on pages 17 to 21.

12. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's Framework for managing programme performance information (FMPPI).

13. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

14. I did not identify any material findings on the usefulness and reliability of the reported performance information for the following programme:

- Programme 2: Business Development

### Additional matter

15. Although I identified no material findings on the usefulness and reliability of the reported performance information for the selected programme, I draw attention to the following matter:

#### Achievement of planned targets

16. Refer to the annual report on pages 16 to 22 for information on the achievement of the planned targets for the year.

### Compliance with legislation

17. I performed procedures to obtain evidence that the entity had complied with applicable legislation regarding financial matters, financial management and other related matters. My material findings on compliance with specific matters in key legislation, as set out in the general notice issued in terms of the PAA, are as follows:



### Annual financial statements, performance and annual report

18. 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 Public Finance Management Act. Material misstatements of revenue from non-exchange transactions, expenditure and related party disclosure identified by the auditors in the submitted financial statement were subsequently corrected, resulting in the financial statements receiving an unqualified audit opinion.

### Procurement and contract management

19. Goods and services with a transaction value below R500 000 were procured without obtaining the required price quotations, as required by Treasury Regulation 16A6.1

### Expenditure management

20. Effective steps were not taken to prevent irregular expenditure, amounting to R971 000 as disclosed in note 27 of the AFS, as required by section 38(1)(c)(ii) of the Public Finance Management Act and Treasury Regulation 9.1.1.

### Internal control

21. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with legislation. The matters reported below are limited to the significant internal control deficiencies that resulted in the findings on the annual performance report and the findings on compliance with legislation included in this report.

### Leadership

22. There were instances of deviations from proper procurement processes that have resulted in irregular expenditure. Leadership did not implement adequate controls to prevent and detect irregular expenditure incurred.

### Financial and performance management

23. There were adjustments to the Annual Financial Statements and Annual Performance Report as a result of the audit. Management therefore did not fully ensure there was adequate review of the Annual Financial Statements and Annual Performance Report before submission for audit.

### Governance

24. The governance structures were not fully effective in identifying all material misstatements and preventing material non-compliance because they were not made aware of the deviations from procurement processes by management and internal audit.

*Auditor General*

East London

29 July 2016



AUDITOR - GENERAL  
SOUTH AFRICA

*Auditing to build public confidence*

SOUTH AFRICAN LIBRARY FOR THE BLIND  
DIRECTORS REPORT  
FOR THE YEAR ENDED 31 MARCH 2016

The Director presents his report of the Library for the year ended 31 March 2016.

## 1 DIRECTOR AND CHAIRPERSON OF THE BOARD

The Director is Mr Francois Hendrikz and his business and postal addresses are as follows:

The Director  
South African Library for the Blind  
112b High Street / P O Box 115  
Grahamstown  
6139 / 6140

The Chairperson of the Board is Dr William Rowland and his postal address is as follows

Unit 23, Upper Waterkloof  
173 Regulus Avenue  
Waterkloof Ridge  
0181

## 2 PRINCIPAL ACTIVITIES OF THE LIBRARY

The South African Library for the Blind is a National Library for Blind and Visually Impaired readers, which renders a free service to its members.

## 3 OPERATING RESULTS

There is no profit or loss for the year recorded as internal income (Surplus Funds) was utilised as approved by Treasury and Budget process.

There were variations as compared to approved budget; but these will be explained in the notes to the financials.

## 4 REVIEW OF OPERATIONS

### GROSS INCOME AND EXPENDITURE

Gross income for the year totalled R 26 526 838 which represents an increase of 8% over the previous year.

Gross Expenditure for the year totalled R 26 526 838 which represents an increase of 22% over the previous year.

## 5 EVENTS SUBSEQUENT TO BALANCE SHEET DATE

No other events to disclose.



FRANCOIS HENDRIKZ  
DIRECTOR (CEO)

Date: 31 May 2016

SOUTH AFRICAN LIBRARY FOR THE BLIND  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2016

	Notes	2016 R 000's	2015 R 000's
<b>ASSETS</b>			
<b>Non-current assets</b>		<b>2 462</b>	<b>1 542</b>
Property, plant and equipment	5	2 315	1 334
Intangible assets	6	147	208
<b>Current Assets</b>		<b>27 066</b>	<b>27 422</b>
Trade and other receivables	7	332	258
Cash and cash equivalents	8	26 734	27 164
<b>TOTAL ASSETS</b>		<b><u>29 528</u></b>	<b><u>28 964</u></b>
<b>LIABILITIES</b>			
Non Current Liabilities		8 651	7 857
Government grants	18	4 826	4 474
Unspent conditional receipts	19	238	129
Provision for Post Retirement Benefits	10	3 587	3 254
<b>Current Liabilities</b>		<b>2 270</b>	<b>1 912</b>
Trade and other payables	16	1 720	1 421
Provisions	17	550	491
<b>TOTAL LIABILITIES</b>		<b><u>10 921</u></b>	<b><u>9 769</u></b>
Net Assets			
<b>Capital and Reserves</b>		<b>18 607</b>	<b>19 195</b>
Accumulated surplus		18 607	19 195
<b>Total Net Assets</b>		<b><u>18 607</u></b>	<b><u>19 195</u></b>
<b>TOTAL NET ASSETS AND LIABILITIES</b>		<b><u>29 528</u></b>	<b><u>28 964</u></b>



SOUTH AFRICAN LIBRARY FOR THE BLIND  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	2016 R 000's Actual	2015 R 000's Actual
<b>Revenue</b>	2		
Transfers and subsidies	2,1	17 741	16 935
Gifts, sponsorships and donations	2,2	330	537
Other income	2,3	6 847	5 317
Interest received	3	1 609	1 682
<b>Total Revenue</b>		<b>26 527</b>	<b>24 471</b>
<b>Expenditure</b>			
Administrative expenses	11	(1 427)	(1 142)
Staff costs	12	(13 694)	(12 064)
Marketing costs	13	(329)	(207)
Audit fees	14	(682)	(1 061)
Other operating expenses	15	(10 395)	(7 241)
<b>Total Expenditure</b>		<b>(26 527)</b>	<b>(21 715)</b>
<b>SURPLUS FOR THE YEAR</b>		<b>-</b>	<b>2 756</b>

SOUTH AFRICAN LIBRARY FOR THE BLIND  
STATEMENT OF CHANGES IN NET ASSETS  
AS AT 31 MARCH 2016

	Notes	Accumulated Surplus R'000
<b>Balance at 1 April 2014</b>		<b>16 200</b>
Change in estimate (Depreciation)		239
Surplus for the year per 2014/15 financial statements		2 756
<b>Balance as at 31 March 2015</b>		<b>19 195</b>
Change in estimate (Depreciation)	5	36
Transfer to income statement		(624)
Surplus / (Deficit) for the current year		-
<b>Balance as at 31 March 2016</b>		<b>18 607</b>

SOUTH AFRICAN LIBRARY FOR THE BLIND  
CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2016

	Notes	2016 R 000's	2015 R 000's
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Cash flows from operating activities		(1 136)	2 246
Changes in working capital		225	475
<b>Cash (used in) / generated from operations</b>		<b>(911)</b>	<b>2 721</b>
Finance income		1 609	1 682
<b>Net cash flows from operating activities</b>	<b>20,1</b>	<b>698</b>	<b>4 403</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Acquisition of property, plant and equipment		(1 572)	(488)
Acquisition of intangible assets		(17)	(222)
<b>Net cash flows from investing activities</b>		<b>(1 589)</b>	<b>(710)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Project funding		461	(1 553)
<b>Net cash flows from financing activities</b>		<b>461</b>	<b>(1 553)</b>
Net (decrease) / increase in cash and cash equivalents		(430)	2 140
Cash and cash equivalents at the beginning of the year		27 164	25 024
<b>CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR</b>	<b>8</b>	<b>26 734</b>	<b>27 164</b>

SOUTH AFRICAN LIBRARY FOR THE BLIND  
STATEMENT OF COMPARISON OF BUDGET AND ACTUAL AMOUNTS  
FOR THE YEAR ENDED 31 MARCH 2016

Revenue	Actual 2014/15 R 000'S	Original budget R 000'S	Adjust- ments R 000'S	Final budget R 000'S	Actual amounts R 000'S	Difference R 000'S
Government subsidies	21 502	18 376	8 431	26 807	23 821	2 986
Department of Arts and Culture subsidy	16 612	17 376	-	17 376	17 376	-
Department of Arts and Culture Other		-	365	365	365	-
Government grants - projects	2 499	1 000	4 110	5 110	3 624	1 486
Capital Works brought forward	2 391		3 956	3 956	2 456	1 500
Other Income	427	-	129	129	139	(10)
Gifts, Sponsorships and Donations	537	150	-	150	334	(184)
Interest received	1 682	1 090	-	1 090	1 609	(519)
Transfer from reserves	-	1 085	203	1 288	624	664
<b>Total revenue</b>	<b>24 148</b>	<b>20 701</b>	<b>8 763</b>	<b>29 464</b>	<b>26 527</b>	<b>2 937</b>
<b>Payments</b>	<b>Actual 2014/15 R 000'S</b>	<b>Original budget R 000'S</b>	<b>Adjust- ments R 000'S</b>	<b>Final budget R 000'S</b>	<b>Actual amounts R 000'S</b>	<b>Difference R 000'S</b>
Compensation of employees	12 064	14 028	(251)	13 777	13 694	83
Salaries and wages	9 418	10 946	(6)	10 940	10 930	10
Social contributions	2 646	3 082	(245)	2 837	2 764	73
Use of goods and services	7 216	6 543	7 515	14 058	12 833	1 225
Audit fees	672	350	97	447	447	-
Bad debts	6	9	(9)	-	-	-
Bank charges	43	46	4	50	47	3
Board costs	60	205	(80)	125	123	2
Book production services: Audio; Braille & NBC	449	502	(149)	353	348	5
Communication	273	313	(52)	261	260	1
Consultants, contractors and special services	585	319	35	354	352	2
Corporate Governance	6	20	(20)	-	-	-
Courier and delivery	45	17	14	31	30	1
Entertainment	-	1	-	1	1	-
General Administrative Expenses	332	271	67	338	333	5
General Fees for Services	75	95	(3)	92	90	2
Legal fees	33	45	(16)	29	29	-
Insurance	146	157	34	191	190	1
Josie Wood	417	-	129	129	129	-
Library and information services	58	406	(243)	163	454	(291)
Loss on disposal of non-current assets	130	-	5	5	4	1
Loss on foreign exchange	46	-	145	145	145	-
Marketing costs	207	190	140	330	330	-
Operating lease expenses: equipment	76	81	7	88	86	2
Project expenses	2 499	1 000	4 110	5 110	3 624	1 486
Repairs and maintenance	440	366	218	584	582	2
Research and development	-	5	(5)	-	-	-
Stationery and printing	67	57	9	66	66	-
Stores/consumables	1	1	(1)	-	-	-
Training and staff development	142	227	68	295	294	1
Travel and subsistence	408	550	(22)	528	527	1
Depreciation	431	510	192	702	701	1
Water & Electricity Allocation DPW/DAC	-	-	365	365	365	-
Daisy Players / other capex recognised	1 681	800	2 476	3 276	3 276	-
	<b>21 392</b>	<b>20 571</b>	<b>7 264</b>	<b>27 835</b>	<b>26 527</b>	<b>1 308</b>
<b>Capital Expenditure</b>	<b>Actual 2014/15 R 000'S</b>	<b>Original budget R 000'S</b>	<b>Adjust ments R 000'S</b>	<b>Final budget R 000'S</b>	<b>Actual amounts R 000'S</b>	<b>Difference R 000'S</b>
Fixed Assets	-	-	8	8	8	-
Computer and office equipment	383	130	1 464	1 594	1 558	36
Furniture and fittings	105	-	10	10	6	4
Intangible Assets	222		17	17	17	-
	<b>710</b>	<b>130</b>	<b>1 499</b>	<b>1 629</b>	<b>1 589</b>	<b>40</b>
<b>Total expenditure</b>	<b>22 102</b>	<b>20 701</b>	<b>8 763</b>	<b>29 464</b>	<b>28 116</b>	<b>1 348</b>



## 1 Accounting Policies

### 1,1 Legislation

The South African Library for the Blind is governed by a board appointed by the Minister of Arts and Culture, in terms of the South African Library for the Blind Act (Act 91 of 1998). As a partly state-funded institution, its financial affairs are subject to the controls and oversight measures implemented in respect of the public sector and public entities by the provision of the Public Finance Management Act (PFMA) (Act 1 of 1999) and Treasury Regulations, and is classified as a Schedule 3A Public Entity.

### 1,2 Taxation

As from 1 April 2005, the S A Library for the Blind was deregistered as a value added tax (VAT) vendor due to changes in the VAT Act.

### 1,3 Basis of Preparation

The annual financial statements are prepared in accordance with Generally Recognised Accounting Practice (GRAP). The financial statements are prepared on a historical cost basis and accounting policies have been applied consistently with those in the previous year, except as otherwise indicated.

### 1,4 Presentation Currency

These annual financial statements are presented in South African Rands.

### 1,5 Going Concern

These annual financial statements have been prepared on a going concern basis.

### 1,6 GRAP standards approved not yet effective

The following GRAP standards summarized below, have been approved but not yet effective as at 31 March 2016, and have not been early adopted by the Library:  
GRAP 20 – Related Party Disclosures  
GRAP 108 – Statutory receivables

We do not expect the impact of these standards to have a material effect on the financial statements.

### 1,7 Comparative Information

Prior year comparatives:  
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 annual financial statements.

### 1,8 Conditional Grants and Receipts

Income received from conditional grants, donations and subsidies are recognised to the extent that the Library has complied with any of the criteria, conditions or obligations embodied in the agreement. To the extent that the criteria, conditions or obligations have not been met, a liability is recognised and funds invested until it is utilised. Interest earned on the investment is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor.

## 1,8 Conditional Grants and Receipts (Cont.)

### Grants and receipts of a revenue nature

Income is transferred to the statement of financial performance as revenue to the extent that the criteria, conditions or obligations have been met.

In determining whether a stipulation is a condition or a restriction, the Library considers whether a requirement to return the asset is enforceable and would be enforced by the transferor. If the transferor could not enforce a requirement to return the asset, or if past experience with the transferor indicates that the transferor never enforces the requirement to return the transferred asset, then the Library concludes that the stipulation has the form but not the substance of a condition and is therefore a restriction. Where the Library has no experience with the transferor, or has not previously breached stipulations that would prompt the transferor to decide whether to enforce a return of the asset, it would assume that the transferor would enforce the stipulation.

### 1,9 Provisions

Provisions are recognised when the Library 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.

### 1,10 Property, plant and equipment

#### Initial measurement

Property, plant and equipment is initially recognised when future benefits are probable and the cost or fair value can be determined reliably.

The cost of an item of property, plant and equipment comprises its purchase price, including import duties and non-refundable purchase taxes, and any directly attributable costs of bringing the asset to working condition for its intended use. Any trade discounts and rebates are deducted in arriving at the purchase price.

Examples of directly attributable costs are: site preparation, delivery and handling costs and professional fees. The initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located is also included in the cost of property, plant and equipment.

The cost of an item of property, plant and equipment acquired in exchange for a non-monetary asset or monetary assets, or a combination of monetary and non-monetary assets was measured at its fair value. If the acquired item could not be measured at its fair value, its cost was measured at the carrying amount of the asset given up.

#### Subsequent measurement

The Library applies the cost model to property, plant and equipment.

Property, plant and equipment, is stated at cost, less accumulated depreciation and accumulated impairment.

Property, plant and equipment is stated at fair value at date of acquisition less accumulated depreciation and accumulated impairment where assets have been acquired by grant or donation.

Subsequent expenditure relating to property, plant and equipment is capitalised if it is probable that future economic benefits or potential service delivery of the assets are enhanced in excess of the original assessed standard of performance. If expenditure only restores the originally assessed standard of performance, it is regarded as repairs and maintenance, and is expensed.

## 1,10 Property, plant and equipment (Cont.)

### Impairment

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.

### Derecognition

Property, plant and equipment is derecognised when there is a disposal or no future economic benefits are to be derived.

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. Depreciation is charged to the statement of financial performance.

### Depreciation

Depreciation is calculated on cost, using the straight-line method over the estimated useful lives of the assets. Depreciation only commences when the asset is available for use.

The annual depreciation/ amortisation rates are based on the following estimated asset useful lives:-

Computer equipment	33,33% (36 months)	Office equipment	20,00% (60 months)
Vehicles	20,00% (60 months)	Furniture and fittings	16,67% (72 months)
Equipment	20,00% (60 months)	Buildings	2,00% (600 months)

### Review of residual values

The residual values of property, plant and equipment are reviewed on an annual basis.

### 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.

### Impairment of cash and non-cash generating assets

Property, plant and equipment will be assessed at each reporting date for any indication of impairment. If any such indication exists, the asset's recoverable amount is estimated. The impairment charged to the statement of financial performance represents the excess of the carrying value over the recoverable amount of the asset.

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.

## 1,11 Financial instruments

Financial instruments are recognised when the Library 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 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 the Library has transferred substantially all risks and rewards of ownership, or when the Library 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.

## 1,11 Financial instruments (Cont.)

### 1.11.1 Financial assets

The Library classifies its financial assets according to the following categories:

1. Held to maturity
2. Loans and receivables

The classification depends on the purpose for which the financial asset is acquired, and is as follows:

1. Held-to-maturity investments are financial assets with fixed or determinable payments and fixed maturity, where the Library 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.
2. 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.

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:

#### 1.11.1.1 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 / financial institutions.

#### 1.11.1.2 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 the Library 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.

#### 1.11.2 Financial liabilities

The Library measures all financial liabilities, including trade and other payables, at amortised costs, using the effective interest rate method (excluding provisions). Amounts receivable within 12 months from the reporting date are classified as current. Financial liabilities consist of:

##### 1.11.2.1 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.

## 1,12 Revenue recognition

### Revenue from exchange transactions

Revenue is recognised when it is probable that future economic benefits will flow to the enterprise and these benefits can be measured reliably. The Library does not as a rule charge fees to its readers.

Where work is done for institutions, a fee is calculated on the cost of producing the required material and is dependant on a variety of cost factors.

Interest income is accrued on a time proportion basis, taking into account the principle outstanding.



## 1,12 Revenue recognition (Cont.)

### Revenue from non-exchange transactions

Government grants are recorded as a liability when they become receivable/allocated and are then recognised as income on a systematic basis over the periods necessary to match the grants with the related/deemed costs, which they are intended to compensate.

Gifts, sponsorships and donations are recognised on a cash basis.

## 1,13 Leases

Leases are classified as finance leases where substantially all the risks and rewards associated with ownership of an asset are transferred to the Library. Assets subject to finance lease agreements are capitalised at their cash cost equivalent and the corresponding liabilities are raised. The cost of the item of property, plant and equipment is depreciated at appropriate rates on the straight-line basis over its estimated useful life. Lease payments are allocated between the lease finance cost and the capital repayment using the effective interest rate method. Lease finance costs are expensed when incurred.

Operating leases are those leases that do not fall within the scope of the above definition. Payments made under operating leases are charged to the statement of financial performance on a straight-line basis over the term of the relevant lease.

## 1,14 Foreign currency transactions

Transactions in foreign currencies are initially accounted for at the rate of exchange ruling on the date of the transaction. Exchange differences arising on the settlement of creditors or on reporting of creditors at rates different from those at which they were initially recorded are recognised in surplus or deficit in the period.

## 1,15 Unauthorised expenditure

Unauthorised expenditure is expenditure that has not been budgeted for, expenditure that is not in terms of the conditions of an allocation received from another sphere of government, public entity or organ of state and expenditure in the form of a grant that is not permitted in terms of the PFMA (Act 1 of 1999). 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.

## 1,16 Irregular expenditure

Irregular expenditure is expenditure that is contrary to the PFMA (Act 1 of 1999) or is in contravention of the Library's supply chain management policies. Irregular expenditure is accounted for as expenditure in the statement of financial performance and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

## 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 accounted for as expenditure in the statement of financial performance and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.

## 1,18 Events after the reporting date

Events after the reporting date are those events, both favourable and unfavourable, that occur between the reporting date and the date when the annual financial statements are authorised for issue. Two types of events can be identified:

1. those that provide evidence of conditions that existed at the reporting date (adjusting events after the reporting date); and
2. those that are indicative of conditions that arose after the reporting date (non-adjusting events after the reporting date).

The Library will adjust the amounts recognised in the annual financial statements to reflect adjusting events after the reporting date once the event occurred. The Library 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 annual financial statements.

## 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. Key management personnel are defined as the Director, Chief Financial Officer and all other personnel reporting directly to the Director or as designated by the Director.

## 1,20 Employee benefits

### 1.20.1 Defined contribution plans

A defined contribution plan is a plan under which the organisation pays fixed contributions into a separate entity. The organisation has no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employees the benefits relating to service in the current or prior periods.

The organisation's contributions to the defined contribution funds are established in terms of the rules governing those plans. Contributions are recognised in the statement of financial performance in the period in which the service is rendered by the relevant employees. The organisation has no further payment obligations once the contributions have been paid.

### 1.20.2 Defined benefit plans

A defined benefit plan is a post-retirement benefit plan other than a defined contribution plan.

#### 1.20.2.1 Post-retirement health care benefits:

The Library has an obligation to provide post-retirement health care benefits to all of its retirees. According to the rules of the Medical Aid Fund, with which the Library is associated, a member (who on the current conditions of service), on retirement, is entitled to remain a continued member of the Medical Aid Fund, in which case the Library is liable for a two thirds portion of the medical aid membership fee.

The defined benefit liability is the aggregate of the present value of the defined benefit obligation and unrecognised actuarial gains and losses, reduced by unrecognised past service costs. The plan is unfunded. The present value of the defined benefit obligation is calculated using the projected unit credit method, incorporating actuarial assumptions and a discount rate based on the government bond rate. Valuations of these obligations are carried out every two to three years by independent qualified actuaries.

Actuarial gains or losses are accounted for in the statement of financial performance in full in the year in which it occurs.

SOUTH AFRICAN LIBRARY FOR THE BLIND  
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**1,20 Employee benefits (Cont.)**

**1.20.3 Short-term employee benefits**

The cost of all short-term employee benefits, such as leave pay, is recognised during the period in which the employee renders the related service (such as paid vacation leave and sick leave, bonuses and non monetary benefits such as medical care).

The expected cost of surplus sharing and bonus payments is recognised as an expense when there is a legal or constructive obligation to make such payments as a result of past performance.

**1,21 Intangible assets**

An intangible asset is an identifiable non-monetary asset without physical substance.

Intangible assets are initially recognised at cost.

The Library applies the cost model to intangible assets.

Intangible assets are stated at cost, less accumulated depreciation and accumulated impairment.

The amortisation period and the amortisation method for intangible assets are reviewed at each reporting period date if there are indicators present that there is a change from the previous estimate.

Amortisation is provided to write down the intangible assets, on a straight line basis, as follows:

Software and licences 33,33% (36 months)

**1,22 Segment Reporting**

The objective of segment reporting is to provide information about the specific operational objectives and major activities of an entity as well as the resources devoted to and costs of these objectives and activities. Management has identified the following services to be reported on as segments: Library Information Services; Audio Production and Braille Production (incorporating Braille Consultancy). These three services are the core sections of SALB and meet the criteria set out to be disclosed as a reportable segment. The other services are more administrative in nature and will thus form part of the unallocated/central total. Furthermore only expenditure is reported separately and reviewed for each of these segments, whilst revenue, assets and liabilities are all central/unallocated.

**1,23 Significant judgements and sources of estimation uncertainty**

In preparing the financial statements, management is required to make estimates and assumptions that affect the amounts represented in the financial statements and related disclosures. Use of available information and the application of judgement is inherent in the formation of estimates. Actual results in the future could differ from these estimates which may be material to the financial statements. Significant judgements include:

**Useful lives of property, plant and equipment**

The Library's management determines the estimated useful lives and related depreciation charges for property, plant and equipment. This estimate is based on the pattern in which an asset's future economic benefits or service potential are expected to be consumed.

**Provision for impairment**

On receivables an impairment loss is recognised in surplus and deficit when there is objective evidence that it is impaired. The impairment is measured as the difference between the receivable's carrying amount and the present value of estimated future cash flows discounted at the effective interest rate, computed at initial recognition.

**Post retirement benefits**

The present value of the post retirement obligation depends on a number of factors that are determined on an actuarial basis using a number of assumptions. The assumptions used in determining the net cost include the discount rate. Any changes in these assumptions will impact on the carrying amount of post retirement obligations.

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	2016 R 000's	2015 R 000's
<b>2 Revenue</b>		
An analysis of SALB's revenue is as follows:		
<b>2,1 Transfers and subsidies received</b>		
National Department of Arts and Culture (DAC)	17 376	16 612
Deemed Revenue recognised from DAC	365	323
<b>Total</b>	<b>17 741</b>	<b>16 935</b>
<b>2,2 Gifts, sponsorships and donations</b>		
Donations and bequests	20	453
Audio production project	224	36
Braille production project	86	48
<b>Total</b>	<b>330</b>	<b>537</b>
<b>2,3 Other income</b>		
African language project	311	70
KwaZulu-Natal Library projects	893	999
Library project (Dept. of Sport, Recreation, Arts and Culture, Eastern Cape)	1 451	1 430
Western Cape Library projects	822	-
North West Library projects	146	-
Josie Wood Project - school project	129	417
Capex Income recognised	2 456	2 391
Internal Income - transfer from reserve	624	-
Sundry income	15	10
<b>Total</b>	<b>6 847</b>	<b>5 317</b>
<b>Total revenue (excluding interest income)</b>	<b>24 918</b>	<b>22 789</b>
<b>3 Interest received</b>	<b>1 609</b>	<b>1 682</b>
<b>4 Reconciliation of budget surplus with the surplus in the statement of financial performance</b>		
<b>Net surplus per the statement of financial performance</b>	<b>0</b>	<b>2 756</b>
Adjusted for:		
- Interest received on investments in excess of budgeted amount	(519)	(662)
- Donations and bequests received and not budgeted for	(184)	(537)
- Sundry income and profit on asset disposal received and not budgeted for	(15)	(10)
- Reassessment of depreciation on review of fixed asset register	36	239
- Income received from outside projects not budgeted for	-	(76)
- Other expenditure over / (under) expensed as per approved budget	682	(1 710)
<b>Net surplus/(deficit) per approved budget</b>	<b>-</b>	<b>-</b>



## 5 Property, plant and equipment

	Buildings	Motor Vehicles	Computer & Office Equipment	Furniture & Fittings	Equipment	Total
	R 000's	R 000's	R 000's	R 000's	R 000's	R 000's
<b>Year ended 31/3/2015</b>						
Net book value 1 April 2014	57	49	849	101	94	1 150
Cost or valuation	63	200	2 642	183	311	3 399
Accumulated depreciation	(6)	(151)	(1 793)	(82)	(217)	(2 249)
Additions	-	-	383	105	-	488
Change in estimate	-	-	114	17	108	239
Disposals	-	(17)	(109)	(10)	-	(136)
Depreciation charge	(1)	(8)	(333)	(28)	(37)	(407)
<b>Net carrying amount at 31 March 2015</b>	56	24	904	185	165	1 334
Cost or valuation	63	180	2 320	260	311	3 134
Accumulated depreciation	(7)	(156)	(1 416)	(75)	(146)	(1 800)
<b>Year ended 31/3/2016</b>						
Net book value 1 April 2015	56	24	904	185	165	1 334
Cost or valuation	63	180	2 320	260	311	3 134
Accumulated depreciation	(7)	(156)	(1 416)	(75)	(146)	(1 800)
Additions	9	-	241	5	1 317	1 572
Disposals	-	-	(3)	(1)	-	(4)
Change in estimate	-	-	36	-	-	36
Depreciation charge	(2)	(7)	(405)	(40)	(169)	(623)
<b>Net carrying amount at 31 March 2016</b>	63	17	773	149	1 313	2 315
Cost or valuation	72	180	2 238	264	1 628	4 382
Accumulated depreciation	(9)	(163)	(1 465)	(115)	(315)	(2 067)

During the 2015/16 Financial year; a change in estimate was done on certain assets that are still in use. This has been reflected on the asset register accordingly.

## 6 Intangible assets

Intangible assets consist of software and licences.

	2016 R 000's	2015 R 000's
Opening net book value	209	10
Cost or valuation	230	40
Accumulated amortisation	(21)	(30)
Additions	17	222
Disposals	-	-
Amortisation charge	(79)	(23)
Closing net book value	147	209
Cost or valuation	239	230
Accumulated amortisation	(92)	(21)

	2016 R 000's	2015 R 000's
<b>7 Trade and other receivables</b>		
Trade receivables	2	10
Accrued interest receivable	36	4
Prepayments	294	249
Less: Impairment recognised	(5)	(5)
	<b>332</b>	<b>258</b>
<b>Current</b>		
Trade receivables	2	-
	<b>2</b>	<b>0</b>
<b>30 Days</b>		
Trade receivables	0	1
	<b>0</b>	<b>1</b>
<b>60 Days and more</b>		
Trade receivables	0	9
	<b>0</b>	<b>9</b>
<b>Trade and other receivables impaired</b>		
The amount of the provision for impairment is R nil as at 31 March 2016 (2015: R 5 122)		
<b>Reconciliation of provision for impairment of trade receivables</b>		
Opening balance	5	8
Bad debts recovered / written off	(5)	(3)
Provision for impairment	-	-
<b>Closing balance</b>	<b>-</b>	<b>5</b>
<b>Trade and other receivables past due but not impaired</b>		
At 31 March 2016 R nil (2015: R4 194) were past due but not impaired.		
The ageing of amounts past due but not impaired is as follows:		
Less than 30 days	2	1
61 to 90 days	-	4
Greater than 90 days	-	-
	<b>2</b>	<b>5</b>
<b>Trade and other receivables impaired</b>		
The ageing of amounts impaired is as follows:		
Less than 30 days	-	-
Greater than 90 days	-	5
	<b>-</b>	<b>5</b>

The fair value of the trade and other receivables approximates their carrying value.

The credit quality of trade and other receivables that are neither past due nor impaired can be assessed by reference to external credit ratings or historical information about default rates.

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	2016 R 000's	2015 R 000's
<b>8 Cash and cash equivalents</b>		
The South African Library for the Blind operates a current account with no overdraft facility and a money market fund with Standard Bank of South Africa. The details are as follows:		
BANK: Standard Bank of South Africa		
ACCOUNT NUMBER: 082 004 196 (Current Account); 053 998 402 (Money Market Fund Account)		
ACCOUNT NUMBER: 0552736508 (Money Market ABIL Retention Fund Account)		
BRANCH: Grahamstown		
BRANCH CODE: 05 09 17		
The South African Library for the Blind operates a savings account and a money market fund account with ABSA Bank. The details are as follows:		
BANK: ABSA Bank		
ACCOUNT NUMBER: 3804 372 1159 (Savings Account)		
ACCOUNT NUMBER: 9069975980 (Money Market & ABIL Retention Fund Account)		
BRANCH: Grahamstown		
BRANCH CODE: 42 05 17		
The South African Library for the Blind operates a 32-day Call Deposit account with GBS Building Society. The details are as follows:		
BANK: GBS Building Society		
ACCOUNT NUMBER: 00809600036		
BRANCH: Grahamstown		
The South African Library for the Blind operates an investment account and a money market account with Old Mutual. The details are as follows:		
FINANCIAL INSTITUTION: Old Mutual		
ACCOUNT NUMBER: 17250896 (Old Mutual Wealth Linked Investment account)		
ACCOUNT NUMBER: 500148709 (Old Mutual Money Market Fund Account)		
BRANCH: Grahamstown		
Cash book balance at bank at beginning of the year	27 159	25 019
Cash book balance on hand at beginning of the year	5	5
	<u>27 164</u>	<u>25 024</u>
Cash book balance at bank at end of the year	26 719	27 159
Cash book balance on hand at end of the year	15	5
	<u>26 734</u>	<u>27 164</u>
The total restricted cash at year end is R 5 064 633 (2015: R 4 603 164).		
Total cash and cash equivalents included in the cash flow statement comprise the following statement of financial position amounts:		
Cash and cash equivalents at end of the year	26 734	27 164
Cash and cash equivalents at beginning of the year	<u>(27 164)</u>	<u>(25 024)</u>
Cash and cash equivalents movement	<u>(430)</u>	<u>2 140</u>

The fair value of cash and cash equivalents approximates their carrying value.

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	2016 R 000's	2015 R 000's
<b>9 Fruitless and wasteful expenditure</b>		
Reconciliation of fruitless and wasteful expenditure:		
Opening balance	-	14
Fruitless and wasteful expenditure	4	-
Transfer to receivables for recovery	-	-
Fruitless and wasteful expenditure condoned by the Board	<u>(4)</u>	<u>(14)</u>
Fruitless and wasteful expenditure awaiting condonement	<u>-</u>	<u>-</u>
The Board condoned the Fruitless and wasteful expenditure		
<b>10 Provisions</b>		
<b>10,1 Provision for Post Retirement Benefits</b>		
Post-Retirement Health Care Benefit Liability	3 587	3 254
<b>Total: Post-Retirement Medical Aid Benefit Liability</b>	<u><b>3 587</b></u>	<u><b>3 254</b></u>
The Library provides post retirement medical benefits by funding the medical aid contributions of retired members of the Library. According to the rules of the medical aid fund with which the Library is associated, a member (who is on the current condition of service), on retirement, is entitled to remain a continued member of such medical aid fund, in which case the Library is liable for a certain portion of the medical aid membership fee.		
The most recent actuarial valuation of the present value of the unfunded defined benefit obligation was carried out as at 31 March 2015 by Alexander Forbes (Pty) Limited, a member of the Actuarial Society of South Africa. The present value of the defined 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:		
In-service members (employees)	22	22
Continuation members (retirees, widowers and orphans)	<u>5</u>	<u>5</u>
Total	<u>27</u>	<u>27</u>
The liability in respect of past service has been estimated to be as follows:		
	R	R
In-service members	1 369	1 258
Continuation members	<u>2 218</u>	<u>1 996</u>
Total liability	<u>3 587</u>	<u>3 254</u>
The Library makes monthly contributions for health care arrangements to the following medical aid schemes:		
Liberty Medical Scheme (1 April 2015 to 31 March 2016) - Pensioners		
Discovery Health Scheme (1 April 2015 to 31 March 2016)		

The current service cost for the year ending 31 March 2016 is estimated to be R 163 000 (2015: R 142 000) whereas the interest cost for the ensuing year is estimated to be R 281 000 (2015: R 218 000).



	2016 R 000's	2015 R 000's
<b>10,1 Provision for Post Retirement Benefits cont.</b>		
The principal assumptions used for the purposes of the actuarial valuations were as follows:		
<b>i) Rate of interest</b>		
Discount rate	8,80%	8,80%
Health care cost inflation rate	8,50%	8,50%
Expected retirement age - females	65	65
Expected retirement age - males	65	65
<b>ii) Mortality rates</b>		
Pre-retirement	SA 85 - 90 (Light) ultimate table	
Post-retirement	PA(90) ultimate table	
<b>iii) Normal retirement age</b>		
The normal retirement age for employees of the Library was assumed to be 65 years.		

**The amounts recognised in the statement of financial position are as follows:**

Present value of funded obligations	3 587	3 254
Fair value of plan assets	-	-
	<b>3 587</b>	<b>3 254</b>
Present value of unfunded obligations	-	-
Unrecognised past service cost	-	-
Unrecognised actuarial gains / (losses)	-	-
Present value of unfunded obligations	3 587	3 254
	<b>3 587</b>	<b>3 254</b>
<b>Net Liability</b>	<b>3 587</b>	<b>3 254</b>

**The movement in the defined benefit obligation over the year is as follows:**

Balance at beginning of year (1 April)	3 254	2 686
Recognised past service cost	-	-
Current service cost	163	142
Interest cost	281	218
Benefits paid*	(111)	(84)
Actuarial loss on the obligation	-	292
	<b>3 587</b>	<b>3 254</b>
Balance at end of year (31 March)	<b>3 587</b>	<b>3 254</b>

The effect of a 1% movement in the assumed rate of health care cost inflation is as follows:

<b>Increase</b>		
Effect on the current cost and the interest cost	623	568
Effect on the defined benefit obligation	4 355	3 950
<b>Decrease</b>		
Effect on the current cost and the interest cost	387	353
Effect on the defined benefit obligation	3 002	2 723

**11 Administrative expenses**

General administrative expenses	313	312
Bad debts	-	6
Fruitless and wasteful expenditure (Refer to note 9)	-	-
Advertising	39	23
Insurance	190	146
Deemed Water; Electricity expense DAC/DPW	365	323
Fees for services:		
General	16	8
Board members	123	60
Corporate governance	12	34
Legal fees	29	33
Entertainment	1	-
Stationery and printing	65	67
Bank charges	47	43
Training and staff development	227	87
<b>Total</b>	<b>1 427</b>	<b>1 142</b>

**12 Staff costs**

<b>Wages and salaries</b>	<b>9 811</b>	<b>8 735</b>
Basic salaries	7 927	6 812
Annual bonuses and awards	588	550
Housing allowance	533	428
Temporary staff	290	257
Leave gratuity	140	120
Post retirement medical benefits (Refer to note 10)	333	568

**Senior Management (Refer to note 21)**

<b>Director/Chief Executive Officer</b>	<b>1 783</b>	<b>1 499</b>
	1 075	978
- Pensionable salary	680	636
- Non-pensionable salary	119	105
- Bonus	57	53
- Housing allowance	12	11
- Other employer contributions	207	173
<b>Chief Financial Officer</b>	<b>708</b>	<b>521</b>
- Pensionable salary	478	327
- Non-pensionable salary	72	73
- Bonus	23	37
- Housing allowance	12	8
- Other employer contributions	123	76

**Defined contribution plan expenses**

<b>Social contributions (employer's contributions)</b>	<b>2 100</b>	<b>1 830</b>
Medical	756	676
UIF	76	70
Pension	1 237	1 066
Other salary related costs	31	18
<b>Total</b>	<b>13 694</b>	<b>12 064</b>

**13 Marketing costs**

General marketing expenses	329	207
<b>Total</b>	<b>329</b>	<b>207</b>

**14 Audit fees**

Audit fees	682	1 061
<b>Total</b>	<b>682</b>	<b>1 061</b>

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	2016 R 000's	2015 R 000's
<b>15 Other operating expenses</b>		
Consultants, contractors and special services	223	261
Loss on foreign exchange	145	46
Daisy Player Project (DAC*)	3 209	1 540
Other "Capital" Grant Expenditure Recognised (DAC*)	67	141
African languages project	311	70
Tactile book project	29	100
BP Project Expenses (re: donation income)	79	44
AP Project Expenses (re: donation income)	216	12
Eastern Cape Library Project	1 451	1 430
Kwazulu Natal Library project	893	999
Western Cape Library project	822	-
North West Library project	146	-
Library and information services	85	20
Josie Wood school project	129	417
Book production services: audio and Braille	312	284
Repairs and maintenance	593	453
Property and buildings	85	39
Motor Vehicles	6	6
Equipment	502	408
Depreciation (Refer to notes 5 and 6)	701	431
Stores/consumables	-	1
Travel and subsistence	527	408
Courier and delivery charges	107	105
Communication costs	260	273
Operating lease expense: equipment (Refer to note 15.1)	86	76
Loss on disposal of non-current assets	4	130
<b>Total</b>	<b>10 395</b>	<b>7 241</b>

**15,1 Operating leases: Equipment**

Analysed as follows:		
Minimum operating lease rentals	158	212
Contingent operating lease rentals	-	-
	<b>158</b>	<b>212</b>

SALB rents equipment under a non-cancellable operating lease for 60 months with option to renew.

Future commitments (including VAT) under non-cancellable operating leases are summarised as follows:

	R 000's	R 000's	R 000's
2016	Within 1 year	2 - 5 years	Total
Minimum future lease payments	54	104	158
2015	Within 1 year	2 - 5 years	Total
Minimum future lease payments	54	158	212

**Escalation clause**

There is no escalation clause.

**16 Trade and other payables**

Trade creditors	585	516
Leave gratuity accrual	721	581
Accrual for bonus	414	324
	<b>1 720</b>	<b>1 421</b>

**17 Provisions**

Provision for performance awards		
- Balance at beginning of year	141	154
- Provision utilised	(141)	(154)
- Contribution to provision	151	141
	<b>151</b>	<b>141</b>

Performance awards are paid based on the performance of the Library, as well as individual performance. The provision is an estimate based on unaudited profits as well as historical performance awards paid.

Provision for audit fees		
- Balance at beginning of year	350	300
- Provision utilised	(350)	(300)
- Contribution to provision	399	350
	<b>399</b>	<b>350</b>

The provision is an estimate based on the prior year fee adjusted for anticipated communicated by the auditors.

	<b>550</b>	<b>491</b>
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SOUTH AFRICAN LIBRARY FOR THE BLIND  
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	2016 R 000's	2015 R 000's
<b>18 Government grants</b>		
Government grant - African languages project	115	426
Government grant - Kwazulu Natal Library project	1 046	2
Government grant - Mpumalanga Library project	995	-
Government grant - EC Library project	1 639	1 590
Government grant - Western Cape Library project	178	-
Government grant - North West Library project	853	-
Government grant - capital equipment	-	2 456
<b>Total</b>	<b>4 826</b>	<b>4 474</b>

Government grants are recognised in accordance with grant conditions.

**19 Unspent conditional receipts**

Josie Wood Trust Fund	<b>238</b>	<b>129</b>
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Unspent conditional receipts is monies received upfront in respect of planned future projects which has not yet been released to the statement of financial performance

**20 Reconciliation of surplus to cash flows from operating, investing and financing activities**

**20,1 Cash flows from operating activities**

(Deficit) / Surplus before interest	(1 609)	1 074
Adjusted for:		
- Increase in employee benefits	333	568
- Depreciation/Amortisation (Refer to notes 5 and 6)	701	431
- Loss on disposal of non-current assets	4	130
- Non-cash flow increase in provisions	59	37
- Non-cash flow (decrease) -trf from reserve	(624)	-
- Impairment / reversal of impairment - trade debtors	-	6
Operating cash flows before working capital changes	(1 136)	2 246

**Changes in working capital**

- (Increase) in trade and other receivables	(74)	(52)
- Increase in trade and other payables	299	527
	<b>225</b>	<b>475</b>

**Cash (used in) / generated from operations**

	<b>(911)</b>	<b>2 721</b>
Interest received	1 609	1 682
<b>Cash flows from operating activities</b>	<b>698</b>	<b>4 403</b>

**21 Related party transactions and balances**

The two buildings occupied by the South African Library for the Blind are owned by the Department of Public Works (DPW) and have been occupied on an open ended lease with no fixed term. DAC pays DPW on behalf of SALB for related expenditure incurred.

**Related Party transactions**

Department of Arts and Culture - transfers and subsidies received	17 376	16 612
Department of Arts and Culture and Public Works deemed revenue and expenditure for Water; Electricity expense for the building.	365	323
Department of Arts and Culture - project grant income	6 079	4 890

**Key management personnel**

Refer to note 12 for remuneration paid to CEO and CFO.

**Board members**

Board fee	32	16
Board - 1 April 2014 - 31 March 2016		
R Rowland	7	5
LS Nkosi	4	2
M Watermeyer	4	3
J Nair	4	3
NN Rasmeni	6	1
JS Matsebula	3	1
Z Ally	3	-
TS Kekana	-	-
V Nyamathe	1	1

**Related Party balances**

Refer to note 18 for the balance of unspent conditional grants. All grants relate to the Department of Arts and Culture.



22 Major Variances in Statement of Comparison of Budget and Actual Amounts

Interest received in excess of budget amounted to approximately R 519 000.

There was an additional amount received in excess of budget amounting to R184 000 which was received from Gifts, Sponsorships and Donations. The Library conservatively budgets for this class of income as it is not guaranteed and can vary from year to year.

The Mini-Libraries project funding from the five Provinces was also not fully utilised due to staff turnover amongst other factors, as well as late receipt of funding from the Mpumalanga Province. The overall savings of R 1 486 000 will be requested to be retained and used during 2016/17 period.

Compensation of employees was under budget by R 83 000. This was due to staff turnover during the year.

Due to the additional interest and donation income received; expenditure for additional Library material was overspent and acquired against this.

There were also minor savings achieved on various other items of expenditure including capital expenditure and these collectively contributed to the overall savings achieved for the year.

Use of Internal Income (Surplus Funds) was utilised as approved via budget process and Treasury approval.

23 Risk management

Interest rate risk

The current account and the investment account expose the Library to cash flow interest rate risk. Deposits attract interest at a rate that varies according to the prime banking rate / fluctuations in the financial sector.

The Library manages this interest rate risk by ensuring that all surplus funds are invested in fixed rate instruments and by maintaining the minimum possible balance in the current account. The interest rates on the fixed deposits are fixed, but vary from investment to investment.

Currency risk

The Library undertakes certain transactions denominated in foreign currencies, either directly through the import of goods and services, or indirectly through the award of contracts to local importers which are priced in foreign currency. These transactions were mainly for Daisy players, book titles and spares.

Stringent cash management procedures are in place. These include cash flow forecasting. A sensitivity analysis has not been performed and included as the Library is exposed to foreign exchange risk on a limited basis, as payments to the major foreign suppliers, RNIB and Humanware, are generally made in advance.

Credit risk

Credit risk consists mainly of cash deposits, cash equivalents and debtors. The Library only deposits cash with banks and financial institutions which have an equity above R19 billion with a good credit rating.

Adequate provision has been made for anticipated bad and doubtful debts. Additional information relating to the analysis of debtors is given in Note 7 to the financial statements. The maximum exposure to credit risk is the cash balance at bank and debtors, which may increase as a result of non payment by debtors or the bank.

24 Prior year adjustments

During the current year review by the AG; a non-cash transfer between the DAC and SALB became known; this related to Water; Electricity expenses paid to DPW by DAC on behalf of SALB. The resultant revenue and associated expenditure is thus reflected as a prior year adjustment with no change in the bottom line as previously reported. The current year transaction has been corrected and appropriately reflected.

Statement of Financial Performance	2016 R 000's	2015 R 000's
<b>Transfers and Subsidies</b>		
Per audited financial statements	-	16 612
Prior period adjustment	-	323
Restated balance		<u>16 935</u>
<b>Administrative expenses</b>		
Per audited financial statements	-	819
Prior period adjustment	-	323
Restated balance		<u>1 142</u>

25 Contingent liability

A former CFO (Alan Grootboom) brought a case of unfair dismissal against the Library. The CCMA ruled in Mr Grootboom's favour and the Library is now appealing their decision in labour court. The Library's attorneys are of the opinion that the appeal will be decided in the Library's favour.

26 Segment Reporting

1. The South African Library for the Blind (SALB) has identified the following services to be reported on as segments: Library Information Services; Audio Production and Braille Production (incorporating National Braille Consultancy). These three services are the core sections of SALB and meet the criteria set out to be disclosed as a reportable segment. The other services are more administrative in nature and will thus form part of the unallocated/ central total. Furthermore only expenditure is reported separately and reviewed for each of these segments, whilst revenue, assets and liabilities are all central/unallocated.

2. Information reported about these segments is used by management as one of the basis for evaluating the segments' performances and for making decisions about the allocation of resources. The disclosure of information about these segments is also considered appropriate for external reporting purposes.

3. SALB has a National focus and we cannot distinguish our reporting per Geographic Area as the information is not classified as such in our records and it is not feasible for SALB to consider this approach. We do have partnership programmes with Provinces (Mini-Library Projects); however as we act as "agents" only, we are not reporting on this (the relationship is more to assist the Provincial Libraries with setting them up to cater for blind and visually impaired people; the resources/infrastructure do not belong to SALB; and hence the rationale not to report Geographically on this). Furthermore, expenditure incurred on the Mini-Libs are fully reimbursed by the relevant provinces.

SOUTH AFRICAN LIBRARY FOR THE BLIND  
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FOR THE YEAR ENDED 31 MARCH 2016

2015/16 Financial year	Library Information Services	Audio Production	Braille Production including National Braille Consultancy	Total
	R 000's	R 000's	R 000's	R 000's
<b>Revenue</b>				
n/a	0	0	0	0
<b>Total segment Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>				
Salaries and wages	3 048	2 421	2 633	8 102
Collection: Audio Books	216			216
Collection: Braille Books	79			79
AP CD Casings		48		48
AP CD's		46		46
BP Paper			190	190
Other	159	8	62	229
<b>Total segment Expenses</b>	<b>3 502</b>	<b>2 523</b>	<b>2 885</b>	<b>8 910</b>
<b>Total segment Deficit</b>	<b>-3 502</b>	<b>-2 523</b>	<b>-2 885</b>	<b>-8 910</b>
Interest Revenue - Unallocated	0	0	0	1 609
Other unallocated/central Revenue	0	0	0	24 918
Interest Expense	0	0	0	0
Depreciation and amortisa- tion - unallocated/central	0	0	0	-701
Other unallocated/central Expenses	0	0	0	-16 916
<b>Surplus for the Period</b>				<b>0</b>
<b>Assets</b>				
Segment assets (n/a)	0	0	0	0
Unallocated/central assets	0	0	0	29 528
<b>Total Assets</b>				<b>29 528</b>
<b>Liabilities</b>				
Segment liabilities (n/a)	0	0	0	0
Unallocated/central Liabilities	0	0	0	10 921
<b>Total Liabilities</b>				<b>10 921</b>
<b>Other Information</b>				
Capital expenditure - unallocated/central	0	0	0	1 589
Accrued expenditure - unallocated/central	0	0	0	193
Deferred revenue - unallocated/central	0	0	0	5 064

NB: There are no inter-segmental transactions and therefore no eliminations required.

SOUTH AFRICAN LIBRARY FOR THE BLIND  
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	2016 R 000's	2015 R 000's
<b>27 Irregular Expenditure</b>	<b>971</b>	<b>0</b>

During the 2015/2016 Audit process; it was brought to our attention by the AG that certain expenditure is deemed to be irregular. The Accounting Officer confirms that this irregular expenditure is not the result of fraudulent, corrupt, and criminal activities or actions that deprived the state/entity of value for money that may result in the state instituting a civil claim against a third party. The Accounting Officer will ensure the necessary reporting is done to the Accounting Authority in terms thereof.

**28 Accounting Authority**

From 1 October 2013 to 31 March 2016

Dr WP Rowland; Ms L S Nkosi; Mr Zaheer Ally; Mrs N N Rasmeni; Adv TS Kekana  
Mr J G Nair; Ms JS Matsebula; Ms VG Nyamathe; Mr MS Watermeyer

**Senior Management**

Mr Francois Hendrikz (CEO/Director)  
Mr Yasheen Ramcharan (CFO)



# A TRIBUTE TO OUR DONORS

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Josie Wood Trust 238 435,00

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M Lewis	3 000,00
GJ Tarr	3 500,00
Febdond: AE Swart	3 681,55
FG Connock	5 000,00
BK Administrators	6 000,00
WW Richardson Residuary	6 694,53
Alexforbes	7 257,68

## Acknowledgements

The Board and Management of the Library for the Blind wish to express their gratitude to the Department of Arts and Culture, who ensure that the subsidy received by the Library enables it to provide a sustainable and indispensable service to the blind and print impaired community of South Africa in the medium to long term. Their continued support is greatly appreciated.

PASA (Publishers Association of South Africa), as the representative body of the South African publishers, is acknowledged for their ongoing support and belief in providing reading material and content to blind and visually impaired people of our population in accessible formats.

Many of the Library's objectives and specific projects would not be possible without the continued and generous support of our donors which include all bequests received. These donations make it possible for the Library to add value to the services and products offered by the Library to our members. A warm special thank you is extended to our valued team of volunteer narrators, transcribers, copy-typists and proofreaders.

Without your commitment and loyal support, the major part of our book production would not be possible.

Finally and most importantly, sincere appreciation is extended to the staff of the Library – a dedicated team of people who strive for excellence at all times. Keep up the good work and thank you very much for your contribution.

# SOUTH AFRICAN LIBRARY FOR THE BLIND





# SOUTH AFRICAN LIBRARY FOR THE BLIND



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