

ELECTORAL COMMISSION OF SOUTH AFRICA



2003

**REPORT TO THE NATIONAL ASSEMBLY
FOR THE FINANCIAL YEAR
ENDED 31 MARCH 2003**

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OF
SOUTH AFRICA**



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FOR THE FINANCIAL YEAR ENDED 31 MARCH 2003**

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RP 67/2003

The Honourable F Ginwala

Speaker of the National Assembly

The Electoral Commission's Report and Audited Financial Statements for the financial year that ended on 31 March 2003 are hereby conveyed to you for formal submission to the National Assembly as required by section 14(1) of the Electoral Commission Act, 1996.



Chairperson

Date: 31 July 2003



Chief Electoral Officer

Date: 31 July 2003

ELECTORAL COMMISSION

**Annual Report to the National Assembly
in terms of Section 14 of the Electoral Commission Act, 1996**

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ELECTORAL COMMISSION REPORT

ELECTORAL COMMISSION REPORT

for the financial year ended 31 March 2003

1. Overview by the Chairperson

The constitution of the Republic of South Africa creates the foundation for the Electoral Commission to create an environment where all South Africans can participate in an election and exercise their choice in selecting who should represent them in the political arena. We have since set the democratic process in the country on course by managing elections of national, provincial and municipal legislative bodies. We have established a political field that is fair, free, transparent and hugely dynamic for both political parties and the electorate. During this reporting period we continued to strengthen and improve our systems to ensure that we offer an efficient and effective service in the running of our elections.

Significant progress that we made during this period under review underscores our commitment to nurturing democracy in South Africa. As we approach 2004, the year that marks ten years of our democracy, we have designed and are now implementing a number of programmes that will ensure that as many voters as possible are registered and vote at the next elections. With a voters' roll of more than 18 million people, there are a number of challenges that we are faced with. However, with lessons learnt from the previous successful elections I am certain that we will effectively simplify and improve our electoral systems and procedures to ensure easy access by voters and political parties.

Although the Commission is one of the youngest electoral management bodies in the African continent, we have been invited to many forums around the world to share our successes and challenges with our counterparts. We are founder members of the Electoral Commissions' Forum of SADC countries, and the Association of African Electoral Authorities (AAEA), and a member of International Institute for Democracy and Electoral Assistance (IDEA). We have been called upon to provide technical assistance and expertise to our counterparts in other countries and thus learnt much from these interactions.

Lastly, I would like to express my sincere gratitude to the staff of the IEC for their dedication, to the Portfolio Committee on Home Affairs for their invaluable support and to all South Africans who actively and enthusiastically participate in promoting democracy in this country. I am looking forward to the next elections and I am confident that together, we will make our democracy work!



2. Overview by the Chief Electoral Officer

After the establishment of the Electoral Commission in terms of the Electoral Commission Act, Act 51 of 1996, the appointment of the commissioners in July 1997 and the first Chief Electoral Officer in November of that year the focus of its actions was on creating an infrastructure in preparation for the second general elections during 1999.

Due to the urgency and tight time-frames for the accomplishment of the above objectives, the Commission resolved to outsource some of its administrative and support functions to contractors until such time that the organisation was fully staffed. Two of these functions were Financial Management and Information Technology.

After my appointment as the Chief Electoral Officer in February 2002, one of my priorities was to restructure the Financial Management and Information Technology departments by appointing our own employees to replace contractors as far as possible. The aim was to increase technical capacity in election management within the organisation through skills transfer and to reduce the cost of professional services in future years. This process has been completed.

One of the exciting innovations in the year under review was the development of an electronic system of acquiring goods and services popularly known as e procurement. This system is likely to decrease the costs associated with the procurement of goods and services. I also believe that corruption so often associated with tendering processes will be reduced considerably by this system.

Previously, each office at local level had a bank account and cheque book. Due to very high risks that could result in misappropriation of funds, a new electronic control system for payment of expenditure at local level was developed and introduced. The system allowed us to do away with cheque books and this, together with better control systems, is likely to reduce opportunities for fraud and theft.

As far as electoral operations are concerned, we managed a number of by elections. In addition to this, we did some work on the management of the crossing of the floor process at local government level. This process proceeded fairly well. A considerable amount of time was also spent on the preparations for the forthcoming general elections. With the level of energy, commitment and expertise that exist within the organisation, we are confident that we will manage this election successfully.



3. Introduction

3.1 The Electoral Commission Act, 1996 requires the Commission, after the end of each financial year, to submit to the National Assembly –

- ☐ an audited report of all money received from sources other than money appropriated by Parliament;
- ☐ audited financial statements on income and expenditure; and
- ☐ a report in regard to the functions, activities and affairs of the Commission in respect of that financial year.

3.2 This is the submission for the financial year from 1 April 2002 to 31 March 2003.

4. Mission Statement

The Electoral Commission is a permanent body created by the Constitution to promote and safeguard democracy in South Africa. Although publicly funded and accountable to Parliament, the Commission is independent of the government. Its immediate task is the impartial management of free and fair national, provincial and municipal elections.

In overall functional terms the Commission –

- ☐ Manages general elections for national, provincial and municipal legislatures at five year intervals;
- ☐ Conducts by-elections on a continuous basis;
- ☐ Prepares for coming elections and by-elections;
- ☐ Maintains and continuously updates infrastructure and systems, such as the voters' roll, voting districts, voting stations, logistical and financial systems, IT and GIS systems and wide area communication network; and
- ☐ Meets its other obligations as defined in the Electoral Commission Act, 1996, and listed in the next paragraph.



5. Legislative Mandate

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must -

- ☐ manage elections of national, provincial and municipal legislative bodies in accordance with national legislation;
- ☐ ensure that those elections are free and fair; and
- ☐ declare the results of those elections within a period that must be prescribed by national legislation and that is as short as reasonably possible.

The functions of the Commission are set out in section 5 of the Electoral Commission Act, 1996:

- a. manage any election;
- b. ensure that any election is free and fair;
- c. promote conditions conducive to free and fair elections;
- d. promote knowledge of sound and democratic electoral processes;
- e. compile and maintain voters' rolls by means of a system of registering eligible voters by utilising data available from government sources and information furnished by voters;
- f. compile and maintain a register of parties;
- g. establish and maintain liaison and co-operation with parties;
- h. undertake and promote research into electoral matters;
- i. develop and promote the development of electoral expertise and technology in all spheres of government;
- j. continuously review electoral legislation and proposed electoral legislation, and to make recommendations in connection therewith;
- k. promote voter education;



- l. promote co-operation with and between persons, institutions, governments and administrations for the achievement of its objects;
- m. declare the results of elections for national, provincial and municipal legislative bodies within seven days after such elections;
- n. adjudicate disputes which may arise from the organisation, administration or conducting of elections and which are of an administrative nature; and
- o. appoint appropriate public administrations in any sphere of government to conduct elections when necessary.

6. Strategic Objectives of the Commission

- ☐ To establish the Commission as a focal point in the delivery of free and fair elections;
- ☐ To develop and implement Human Resources Management and Development systems;
- ☐ To prepare and maintain a high quality voters' roll;
- ☐ To offer the highest possible quality of electoral services in order to facilitate the exercise of the right to vote by all eligible voters;
- ☐ To inform voters on the electoral processes and to ensure the widest possible political participation;
- ☐ To maintain and consolidate organisational systems and infrastructure in preparation for the 2004 general elections and local government elections; and
- ☐ To operate and maintain proper financial management systems including internal controls.



7. Implementation of Strategic Objectives

7.1 Technical Assistance Locally and Abroad and Study Tours

7.1.1 International Co-operation

The Commission endeavours to develop qualities of excellence in its election practices and its staffing component by using international co-operation, observation and assistance opportunities to:

- ☐ develop and deepen its knowledge base of international best practices regarding the administration and management of elections; and
- ☐ develop the skills levels of staff through exposure to other countries and methods of election management.

Table 1 contains details of one such study and co-operation tour undertaken by Commission staff during the financial year under review.

TABLE 1: STUDY TOURS			
Staff Member	Reason for Trip	Country	Dates
Mr T Masemula	Australian Study Tour	Australia	30 September – 22 October 2002
Mr T Simelane	Australian Study Tour	Australia	30 September – 22 October 2002
Mr S Murphy	Australian Study Tour	Australia	30 September – 22 October 2002
Ms S Ngidi	Australian Study Tour	Australia	30 September – 22 October 2002
Ms R Vittee	Australian Study Tour	Australia	30 September – 22 October 2002

7.1.2 Technical Assistance

During the year under review the Commission was involved in a number of initiatives which included undertaking study tours and providing technical assistance to other African countries upon request.

During the year under review the Commission sent delegations to Lesotho, Malawi, Zimbabwe, Australia, Jamaica, India, Kenya, Mauritius, Nigeria, Italy, England, Russia and Sweden. These visits included conferences, observer missions and technical assistance missions.

The Commission hosted a meeting and delegation from International IDEA to South Africa. This served to maintain good relations and develop important ties that can be drawn upon in future.

The Commission also administered a technical assistance programme for the Electoral Commission of Lesotho for the training of staff and purchase of software programmes. The technical assistance programme resulted from a bilateral agreement between South Africa and Lesotho.

ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

Table 2 reflects conference attendance, observer and technical assistance missions by the Commissioners and staff during the financial year under review.

TABLE 2: CONFERENCES, OBSERVER MISSIONS AND TECHNICAL ASSISTANCE			
Commissioners	Reason for Trip	Country	Dates
Dr Bam, Chairperson	Funding for Africa conference FHP Foundation	France	10 – 13 December 2002
	Visit by EMBs to Jakarta	Jakarta	09 – 14 February 2003
Prof H Vilakazi, Deputy Chairperson	NEPAD Conference	Germany	13 – 16 May 2002
	Cambridge Conference on Electoral Democracy	England	03 – 05 July 2002
	4 th SADC ECF AGM	Malawi	15 – 18 July 2002
Ms N F T Mpuhlwana	Visit to Commonwealth Secretariat in London, proceeded to Moscow to attend the International IDEA Conference Herbert Chitepo Memorial Lecture	England & Russia	24 – 30 September 2002
		Zimbabwe	19 – 21 October 2002
IEC Staff Member	Reason for Trip	Country	Dates
Ms M du Plessis	Aid during National & Presidential Elections in Lesotho	Lesotho	11 – 12 April 2002
			14 – 15 May 2002
			24 – 30 May 2002
Mr L Maphanga	UN Conference on eGovernment Technical Assistance to Malawi Electoral Commission	Italy	08 – 12 April 2002
		Malawi	07 – 10 July 2002
Mr Z Mafuya	Visitor Programme of Aboriginal & Torres Strait Islander elections	Australia	12 – 20 October 2002
Mr J Bekebeke	Visit to Commonwealth Secretariat London, proceeded to Moscow to attend the International IDEA Conference	England & Russia	24 – 30 September 2002
Adv. F D P Tlakula	Visitor Programme of Aboriginal & Torres Strait Islander elections 7 th EMB Meeting of International IDEA	Australia	12 – 20 October 2002
		India	03 – 10 March 2003
Mr S Boyle	Observer Mission to elections in Jamaica	Jamaica	11 – 20 October 2002
Mr Z Dipico	Elections observer mission	Kenya	22 – 30 December 2002
Mr G Socikwa	Elections observer mission	Kenya	22 – 30 December 2002
Mr E Topkin	Commonwealth Observer Mission	Mauritius	17 – 22 June 2002
Dr N Masuku	Conference Commonwealth Secretariat: Voter Education	United Kingdom	05 – 11 February 2003



ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

TABLE 2: CONFERENCES, OBSERVER MISSIONS AND TECHNICAL ASSISTANCE (CONTINUED)

IEC Staff Member	Reason for Trip	Country	Dates
Ms N Letsholonyane	7th EMB Meeting of International IDEA	India	03 – 10 March 2003
Mr R Nackerdien	International Elections Training Course	Sweden	24 November – 7 December 2002

Particular emphasis is still being placed on the development of good democracy and electoral practices on the African continent under the rubric of the New Plan for Africa's Development (NEPAD) and developing international benchmarks for our own local electoral practices.

7.1.3 Elections managed for other Organisations around the Country

The Commission's provincial offices were approached to independently manage elections for a variety of bodies including taxi associations and trade unions. The Commission was approached by universities and technikons to manage their elections or supply logistical requirements such as ballot boxes and in some instances to review election processes to assess whether an election was free and fair.

Northern Cape

The Land Restitution Commission required assistance with conducting elections for a number of its local structures. The Commission provided assistance throughout the province.

KwaZulu Natal

Conducted elections for the University of Natal Students' Representative Council (SRC), as well as the University of Natal Medical School. Elections were conducted for the Treatment Action Campaign's provincial office.

Western Cape

The Commission conducted elections for Representative Councils of Learners (RPC's) for a number of schools in the province. Elections were conducted for Community Policing Forums and youth bodies.

Free State

The Free State Taxi Association, the South African Football Association and Ex Political Prisoners all elected their respective executive committees with the assistance of the Commission.

Mpumalanga

The Commission conducted elections for the Taxi Association at regional and municipal level to elect their Executive Management Teams.

North West

During the year under review a total of twenty six (26) elections were conducted for various local structures within the province. These included local taxi associations, NGOs, business associations, community structures and tertiary institutions.

Gauteng

The Provincial Office offered assistance to a variety of institutions in conducting elections, including training their staff members on electoral processes. Thirteen (13) institutions were assisted, including trade unions, tertiary institutions and community organisations.



7.2 To Develop and Implement Human Resources Management and Development Systems

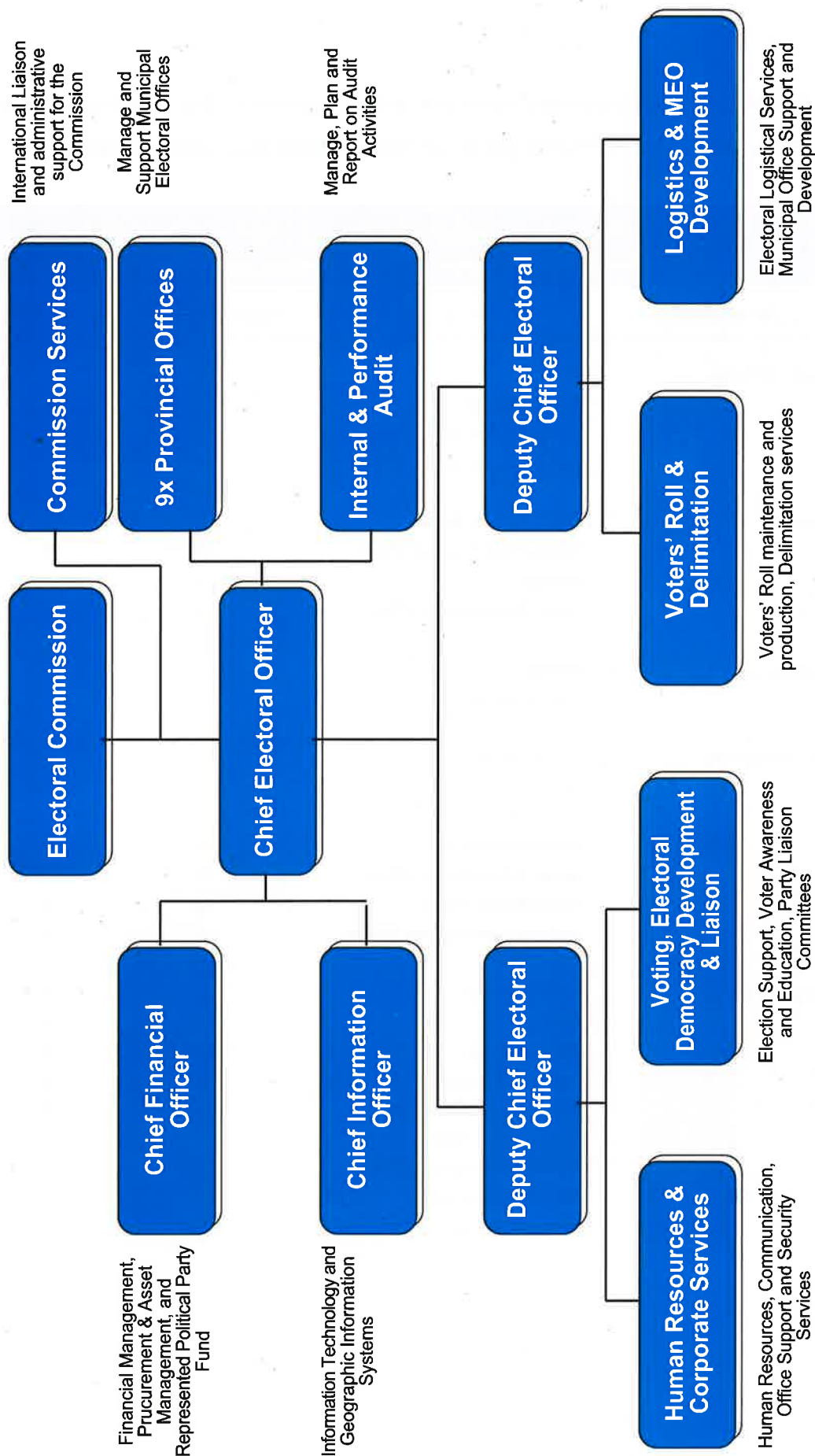
7.2.1 Organisational Structure and Development

The permanent staff structure of the national and nine provincial offices is reflected in Table 3: Organisational Structure. During the year under review increased staff productivity resulted from an emphasis on:

- ☐ training and skills transfer;
- ☐ the improvement of systems;
- ☐ the reallocation of functions;
- ☐ the projected devolution of certain election functions; and
- ☐ the establishment over the following years of a core of well-trained part-time local officials that may make any significant increase in national office and provincial staff in election years unnecessary.



TABLE 3: ORGANISATIONAL STRUCTURE



ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

Table 4 reflects the employment numbers and vacancies in the establishment of the Electoral Commission by component and grade for the financial year under review.

TABLE 4: ESTABLISHMENT: ELECTORAL COMMISSION Employment numbers and vacancies by component and grade				
Component	Rank	Approved Posts	Posts Filled	Vacant Posts
Commission Services	Manager	1	1	-
	Deputy Manager	1	-	1
	Senior Administrative Officer	2	2	-
	Assistant Administrative Officer	1	1	-
Executives	Chief Electoral Officer	1	1	-
	Deputy Chief Electoral Officer	2	2	-
	Manager	3	1	2
	Senior Administrative Officer	3	3	-
Internal Audit	Manager	1	-	1
	Deputy Manager	1	1	-
Financial Management	Senior Manager	1	1	-
	Manager	3	1	2
	Deputy Manager	4	-	4
	Assistant Manager	4	3	1
	Senior Administrative Officer	5	1	4
	Administrative Officer	19	3	16
	Assistant Administrative Officer	3	1	2
HR & Corporate Services	Senior Manager	1	1	-
	Manager	3	3	-
	Deputy Manager	3	2	1
	Assistant Manager	5	3	2
	Senior Administrative Officer	3	2	1
	Administrative Officer	2	2	-
	Assistant Administrative Officer	2	3	(1)
	Administration Clerk	3	3	-
	Messenger/Cleaner	8	8	-

ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

TABLE 4: ESTABLISHMENT: ELECTORAL COMMISSION (continued)
Employment numbers and vacancies by component and grade

Component	Rank	Approved Posts	Posts Filled	Vacant Posts
Information Technology and GIS	Senior Manager	1	1	-
	Manager	3	1	2
	Deputy Manager	10	1	9
	Assistant Manager	17	4	13
	Senior Administrative Officer	2	-	2
	Administrative Officer	6	4	2
	Assistant Administrative Officer	2	-	2
Logistics and MEO Development	Senior Manager	1	1	-
	Manager	3	3	-
	Deputy Manager	1	1	-
	Assistant Manager	-	1	(1)
	Senior Administrative Officer	3	3	-
	Assistant Administrative Officer	1	1	-
Voters' Roll and Delimitation	Senior Manager	1	1	-
	Manager	2	1	1
	Deputy Manager	2	1	1
	Assistant Manager	1	1	-
	Senior Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
Voting, Electoral Democracy Development And Liaison	Senior Manager	1	1	-
	Manager	4	4	-
	Deputy Manager	1	1	-
	Assistant Manager	2	1	1
	Assistant Administrative Officer	1	1	-
Eastern Cape Office	Senior Manager	1	1	-
	Manager	1	1	-
	Deputy Manager	2	2	-
	Assistant Manager	3	3	-
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	2	2	-
	Messenger/Cleaner	1	1	-



ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

TABLE 4: ESTABLISHMENT: ELECTORAL COMMISSION (continued)
Employment numbers and vacancies by component and grade

Component	Rank	Approved Posts	Posts Filled	Vacant Posts
Free State Office	Senior Manager	1	1	-
	Manager	1	-	1
	Deputy Manager	1	1	-
	Assistant Manager	1	1	-
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
	Messenger/Cleaner	1	1	-
Gauteng Office	Senior Manager	1	1	-
	Manager	1	1	-
	Deputy Manager	1	1	-
	Assistant Manager	2	2	-
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
	Messenger/Cleaner	1	1	-
KwaZulu/Natal Office	Senior Manager	1	1	-
	Manager	1	-	1
	Deputy Manager	2	2	-
	Assistant Manager	5	4	1
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
	Messenger/Cleaner	1	1	-
Mpumalanga Office	Senior Manager	1	1	-
	Manager	1	1	-
	Deputy Manager	1	1	-
	Assistant Manager	1	1	-
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
	Messenger/Cleaner	1	1	-

ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

TABLE 4: ESTABLISHMENT: ELECTORAL COMMISSION (continued)
Employment numbers and vacancies by component and grade

Component	Rank	Approved Posts	Posts Filled	Vacant Posts
Northern Cape Office	Senior Manager	1	1	-
	Manager	1	1	-
	Deputy Manager	1	-	1
	Assistant Manager	1	1	-
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
	Messenger/Cleaner	1	1	-
Limpopo Office	Senior Manager	1	1	-
	Manager	1	1	-
	Deputy Manager	1	1	-
	Assistant Manager	2	2	-
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
	Messenger/Cleaner	1	1	-
North West Office	Senior Manager	1	1	-
	Manager	1	1	-
	Deputy Manager	1	1	-
	Assistant Manager	1	1	-
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
	Messenger/Cleaner	1	1	-
Western Cape Office	Senior Manager	1	1	-
	Manager	1	1	-
	Deputy Manager	1	1	-
	Assistant Manager	2	2	-
	Senior Administrative Officer	2	2	-
	Administrative Officer	1	1	-
	Assistant Administrative Officer	1	1	-
	Messenger/Cleaner	1	-	1
TOTAL		245	172	73



ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

Table 5 reflects the employment numbers in the establishment of the Electoral Commission by grade and race for the financial year under review.

TABLE 5: EMPLOYMENT NUMBERS BY GRADE AND RACE				
Rank	African	Coloured	Indian	White
Chief Electoral Officer	1			
Deputy Chief Electoral Officer	1			1
Senior Manager	11	3	1	
Manager	7	5		10
Deputy Manager	11	1		5
Assistant Manager	20	1	1	8
Senior Administrative Officer	19	2	1	8
Administrative Officer	9	2	1	6
Assistant Administrative Officer	12	1		5
Administration Clerk	3			
Messenger/Cleaner	15	1		
Total	109	16	4	43



7.2.2 Expenditure and Remuneration

A summary of expenditure and remuneration during the financial under review is reflected in the relevant tables as follows:

TABLE 6: EXPENDITURE EXCLUDING LAND AND BUILDINGS AND MISCELLANEOUS

	Amount R	Percentage of total expenditure
Personnel expenditure	83 605 658	33.94%
Permanent staff (including Commissioners)	42 971 969	
Temporary staff	9 759 351	
MEO Agents	28 044 051	
Remunerative allowances	159 884	
Gratuities	500 734	
Employer's contributions	1 959 118	
Relocation costs	210 551	
Administrative expenditure	28 972 824	11.76%
Printing, stationery and other supplies	7 913 361	3.21%
Purchase of equipment and software	6 954 931	2.82%
Rented equipment	2 712 842	1.10%
Professional and Other Services	101 252 000	41.10%
Government Institutions	182 546	
Computer services – wide area network	21 085 456	
Research	529 511	
Maintenance and repairs	4 000 423	
Private Institutions	72 304 164	
Legal costs	875 216	
Audit costs	1 767 900	
Bank charges	506 784	

ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

TABLE 7: PERSONNEL COST BY RACE AND GENDER (Excluding Commissioners)

R'000	Male				Female			
	African	Coloured	Indian	White	African	Coloured	Indian	White
780					1			
700				1				
600	1							
540	7	2			1			1
520		1						
500	3							
460	3	2		5	1	1		2
440	1	1			1			1
420				1				
380		1					1	
300	3	1		1	1			2
280					1			
260	2			1				1
240					1			
220	1							
200	10			4	8		1	4
180	6	1		2	6	1	1	5
160	3			1	5		1	4
140	4				8	3		4
120					6			3
100					1			
80	9	1			9			
60	3				3	1		

TABLE 8: PERSONNEL COST: SENIOR MANAGEMENT (Excluding Commissioners)

	Amount	Percentage of personnel expenditure
Senior Management	R10 255 678	12.27%

TABLE 9: OVERTIME, ALLOWANCES AND BENEFITS

	Amount	Percentage of personnel expenditure
Overtime	R120 736	0.14%
Allowances	R39 149	0.05%
Benefits (Commissioners)	R977 769	1.17%

7.2.3 Employment Equity

The Commission developed its Employment Equity Plan, in terms of the Employment Equity Act of 1996, for a period of five years in which to meet all the goals/targets as set out in the Plan. The Plan includes the achievement of numerical goals/targets to address the existing profile in respect of the different positions. To enable the Commission to meet these numerical goals, line managers are timeously informed about the required targets prior to any recruitment and selection processes. Line managers must submit a strong motivation for a recommended candidate when numerical goals and targets are not in favour of the candidate.

The Electoral Commission followed a four phased process in the development of its Plan. During the first year of the five-year plan, the preparation and introduction phase, consultations were held with all employees, after which representatives were democratically appointed nationally and provincially to an Employment Equity Forum. The Forum then elected a Committee consisting of 15 employees that meets quarterly. During this phase an Employment Equity policy statement was adopted and communicated to all employees. All the Forum members were trained on employment equity and the conducting of the required audits in order to identify possible barriers.

During the audit phase, workplace audits were conducted on workforce profile; employment policies, procedures, and practices in the working environment; HR management and development policies, practice and strategies; diversity climate; workplace accessibility; SETA and Skills development requirements. A comprehensive report was finalised on all identified barriers and based on this an implementation plan was developed.

The Employment Equity Plan was finalised and approved during the approval and implementation phase. During the year under review, some elements of the Employment Equity plan were implemented. During the implementation process the following goals were achieved:



Competency Profiling of Employees

The numerical goals set out during the planning phase will be applied throughout the five-year recruitment process.

Following the best practice in organisational development, the Commission engaged in a competency profiling exercise. This process, when completed, will enable the Commission to begin a process of career path development in terms of its core mandate. It will also allow the Commission to establish its organisational effectiveness and developmental needs in relation to its existing staff and strategic goals.

Recruitment, Promotion and Resignation

During the organisational alignment it was decided to in-source the financial administration and information technology departments. The Human Resources department recruited staff for 34 positions in these two departments in a structured and pressured timeframe.

Additional staff requirements for the 2003/2004 electoral processes were identified. Senior managers and provincial electoral officers were requested to submit additional requirements to increase current capacity for the purposes of the registration weekends, as well as the provincial and national elections to be held in 2004. This process entailed extensive consultations and negotiations with senior managers and provincial electoral officers. The total number of electoral staff that will be recruited in the build up to the elections will be about 250 000.

Work Environment and Facilities

Numerous barriers to workplace accessibility by persons with disabilities at offices of the Commission were identified in the Employment Equity Plan. The recommendations will be implemented by an Occupational Health and Safety Committee in conjunction with Support Services to ensure that the workplace is more accessible to disabled people.



ELECTORAL COMMISSION REPORT (continued)

for the financial year ended 31 March 2003

The current ongoing projects as part of the Employment Equity Plan are:

- ☐ Policy Maintenance and Formulation;
- ☐ Job evaluation/grading and Remuneration;
- ☐ Implementation of an Internship Programme; and
- ☐ Performance management

Employee Relations/Wellness Programmes

An Employee Wellness Programme was developed to address employee's effectiveness on the job, which is dependent on his/her physical and emotional well-being and has a direct impact on work performance. The Commission initiated this programme to cater primarily for the needs of the employees. The process started with a survey of activities that staff would like the Commission to embark upon:

- ☐ Induction programme for the newly established in-house departments i.e. Financial Management and Information Technology and all new recruits;
- ☐ The development and approval of a comprehensive HIV/AIDS policy. As part of our implementation plan, a guideline of procedures to apply to the HIV/AIDS policy framework were also established in respect of employees who can no longer carry out their job requirements; and
- ☐ Other programmes such as Free Visual Screening and a flu vaccination day were also undertaken.



ELECTORAL COMMISSION REPORT (continued)
for the financial year ended 31 March 2003

7.2.4 Recruitment, Promotions and Resignations

TABLE 10: RECRUITMENT, PROMOTIONS AND RESIGNATIONS

Rank	Number recruited	Number promoted	Number resigned	Number of foreign employees
Senior Manager	1	1	1	-
Manager	2	1	2	-
Deputy Manager	3	3	4	-
Assistant Manager	4	1	1	-
Senior Administrative Officer	3	1	-	-
Administrative Officer	1	-	1	-
Assistant Administrative Officer	2	-	2	-
Total	16	7	11	0

7.2.5 Performance Management and Skills Development

A Performance Management System was developed and fully implemented in the year under review.

TABLE 11: TRAINING PROGRAMMES

Number of staff attending	Programme	Internal or External
11	Management Development Programme	External
5	CCMA Procedures	External
5	Cyborg training	External
3	Registry and Knowledge Management	External
5	Logistics Information System	External
3	Internal Audit and Governance	External
1	Public Speaking	External
17	PFMA	External
4	Taxation updates – operational	External
2	Reskilling	External
24	HR Management (Public Service, Labour Law, AIDS)	External
4	IT & GIS – operational	External
2	Marketing and Advertising – operational	External
18	MEO Management System	Internal
11	BAUD Asset Management System	Internal
18	MEO Financial System	Internal
133	TOTAL	

The Commission encourages its employees to pursue courses of study as this is in line with its commitment to promoting a culture of continuous learning. To this end a study scheme was instituted and offers financial assistance to staff members undertaking work-related and relevant courses that enable them to perform better in their current jobs or contributes towards their development within the organisation.

Only employees whose job performance is satisfactory are considered for the study scheme.

7.2.6. Injury, Illness and Death

The average number of days sick leave taken by employees per level and the cost thereof are reflected in Tables 12 and 13.

TABLE 12: AVERAGE NUMBER OF DAYS SICK LEAVE TAKEN BY EMPLOYEES

Rank	Average number of days
Senior Manager	1.20
Manager	5.50
Deputy Manager	3.15
Assistant Manager	5.15
Senior Administrative Officer	4.00
Administrative Officer	8.44
Assistant Administrative Officer	11.86
Administration Clerk	3.33
Messenger/Cleaner	4.25

TABLE 13: SICK LEAVE TAKEN

Total number of days sick leave taken	910.5
Estimated cost of sick leave taken	R652 543
Number of employees who took more than 15 consecutive days sick leave	10

One employee was discharged due to ill-health during the year under review.



ELECTORAL COMMISSION REPORT (continued)

for the financial year ended 31 March 2003

No incidents of injury, illness or death arising from official duty or the work environment were reported.

7.2.7 Collective Agreements

Although no collective agreements were entered into during the 2002/2003 financial year, the Commission facilitated the establishment of a staff association to build staff relations and general staff confidence after the rationalisation process which took place in 2001.

7.2.8 Disciplinary Steps

Disciplinary steps were taken against three employees.

7.3 To Prepare and Maintain High Quality Voters' Rolls

During the period under review the key focus of attention was directed towards improving the quality of the national common voters' roll. In addition, an effort was made to further improve and refine logistics and staffing systems and processes after the December 2000 municipal elections.

Following the municipal elections 2000, it became evident that certain errors were made during the original compilation of the national common voters' roll in 1998-99. Errors included the incorrect recording of the location of voting stations on the Commission's maps which were used to register voters, as well as a number of voters crossing voting district boundaries to register and being recorded on incorrect segments of the voters' roll.



Four projects aimed at enhancing the quality of the national common voters' roll were implemented:

- a) The acquisition of more detailed and current map (spatial) information to use to improve the accuracy of voter registration.
- b) The verification of the locations of the Commission's national network of voting stations (using GPS technology).
- c) **Address Capture**
The capture and matching to a geo-referenced physical address of registered voter address details to verify whether registered voters are recorded on the correct segment of the voters' roll.

Out of a total of 19 027 636 voter names on the Commission's database at the start of the address capture project, 16 194 015 addresses were captured. Of the 16 194 015 addresses, 1 249 167 were for re-registrations.

TABLE 14: NUMBER OF APPLICATION FOR REGISTRATION FORMS CAPTURED	
Financial Year	Captured
2001/2	7 464 983
2002/3	8 729 032
Total Captured	16 194 015

- d) **Voting District Delimitation Revision**
Voting district boundaries were adjusted in accordance with a combination of current population settlement patterns, improved map information, the correct locations of voting stations, and existing geographic patterns of voter registration (derived from captured voter address details).

The municipal elections 2000 voting took place in 14 992 voting districts (and hence, voting stations) across South Africa. Following the completion of the aforementioned projects, an additional 2 049 voting districts were added to the Electoral Commission's national voting district network. This means that approximately 17 041 voting stations will operate during Elections 2004 – an increase of 13.7% in the number of voting stations across the RSA since 2000. The geographical spread of these additional voting stations is concentrated in rural and informal urban areas. Consequently, voters in rural and informal urban areas will have improved access to voting stations for Elections 2004.



TABLE 15: INCREASE IN THE NUMBER OF VOTING DISTRICTS

Province	December 2000 VD Count	2004 VD Count	Increase in VD Count
Eastern Cape	3 087	4 362	1 275
Free State	1 061	1 068	7
Gauteng	1 979	2 085	106
KwaZulu Natal	3 338	3 497	159
Mpumalanga	1 023	1 115	92
North West	1 020	1 197	177
Northern Cape	398	411	13
Limpopo	1 796	1 970	174
Western Cape	1 290	1 336	46
Total	14 992	17 041	2 049

Procurement of infrastructural items at voting stations for registration and voting for Elections 2004 will be rendered more efficient following a nationwide survey of facilities available at voting stations during the period under review. The cost efficiencies resulting from the facilities survey are expected to assist to absorb the cost of the additional 2 049 voting station rental agreements.

Continuous Registration at MEO Offices

For the foreseeable future, the Commission's voters' roll maintenance strategy is anchored on three legs. First, voters can register and update their registration details at their municipal electoral office during office hours. Second, in by-election wards, voters can also register at their voting station on at least one weekend before the closure of the by-election voters' roll. Third, prior to the closure of the voters' roll for a general election, voters can also register at their voting station on at least one weekend, i.e. all 17 041 voting stations are opened.

On 31 March 2003, there were 18 106 859 voters on the roll – a decrease of 369 657 from the 2000 municipal elections voters' roll. Deaths, as reported on the National Population Register, accounted for the largest portion of the decrease in the number of registered voters.

**7.4 To Offer the Highest Possible Quality of Electoral Services in Order to
Facilitate the Exercise of the Right to Vote by All Eligible Voters**

7.4.1 National Office

During the period under review the key focus of attention was directed towards improving the quality of the national common voters' roll. Another focus was to further improve and refine logistics and staffing systems and processes following the December 2000 municipal elections.

7.4.2 Regional Offices

Provincial offices effectively implemented projects relating to continuous voter registration and organised and administered by-elections.

7.4.3 Local Offices

The Commission has 237 local representatives known as Municipal Electoral Officers (MEO). These representatives are located within the various municipalities around the country. Each MEO is responsible for one municipal area. MEOs are normally senior employees of municipalities identified to assist the Commission in elections related work on a part-time basis. There are, however, a few exceptions where MEOs were appointed from outside of municipal administrations. MEOs in municipal employ are paid an honorarium to compensate them for the extra work they do for the Commission. They facilitate co-operation between the Commission and municipalities. MEOs require support staff to assist them in the day to day management of elections and the Commission has approved the appointment of 527 Electoral Project Co-ordinators for this purpose.



7.4.4 Electoral Logistics

During the year under review the Electoral Logistics programme was mainly occupied with provisioning for by-elections. This involved ballot paper generation using the Ballot Paper Generation System (BPGS), preparation, picking, packing and dispatch of material, and the maintenance of adequate stock levels in the warehouses. Substantial work was done in preparation for the 2004 national and provincial elections. This involved the stabilisation of the warehousing infrastructure, upgrading of warehouse equipment, maintenance of electoral equipment, disposal of redundant materials, materials requirement planning, finalising the bill of material and distribution requirements planning.

7.4.5 Voting Stations

The Commission had a total of 14 992 voting stations spread across the country, of which 65% were schools. More than 2 000 voting stations were added for the 2004 elections. Voting stations were used for by-elections throughout the year under review. Voting stations are central to elections management and therefore an accurate database of available voting stations is kept and updated by the Commission on a regular basis. A national survey was carried out to establish the type of infrastructure and facilities that exist in the voting stations used by the Commission. It was established that about 39.1% of voting stations did not have electricity, 20.8% did not have toilets and 27.3% did not have water. This means that the Commission must make provision for lighting, portable toilets and water cans for elections. Agreements are currently being finalised with landlords for the use of voting stations for the 2004 elections.



7.5 To Inform Voters on the Electoral Processes and to Ensure the Widest Possible Political Participation

7.5.1 Registered Parties

The Commission registered a total of 33 political parties in the year under review. At national level 21 parties were registered and 12 were established and registered via floor crossing. Of these 12 parties, six were registered at municipal level and the other six at national level.

In total there are 132 registered parties countrywide, 70 of which are registered at national level and 62 at municipal level. Of the 70 parties registered at national level only 14 are represented in the National Assembly and four in provincial legislatures. Of the 62 parties registered at municipal level 59 have representation on councils. A total of nine independent councillors (two female and seven male) serve on various councils.

7.5.2 Floor Crossing

7.5.2.1 Administrative Procedures

Councillors crossed the floor by informing the officer designated by the Commission in writing together with confirmation from the party the councillor is joining that they had accepted his/her membership.

The Commission designated the Chief Electoral Officer (CEO) as the officer to receive notifications from councillors. The notices from councillors had to be received by the CEO at the National Office during the window period. Councillors could fax the information or could deliver it by hand. The Commission developed a form that could be used by councillors to notify the CEO of their intention to cross the floor. The use of the form was not obligatory but was meant to assist councillors in the process.



ELECTORAL COMMISSION REPORT (continued)

for the financial year ended 31 March 2003

Although there was no legal obligation on the Commission to do so, the CEO conducted a process of verification on receipt of these notifications in order to minimise the occurrence of fraudulent notifications. On receipt of a notification, an officer of the Commission contacted the councillor at the telephone number provided. The officer identified him/herself and asked the councillor for his/her ID number. This was done on the understanding that a person would know his/her ID number.

Once the ID number had been confirmed, the Commission's officer informed the councillor that the Commission had received his/her notification. Once the councillor confirmed the notification, the political party which the councillor was joining was contacted to confirm that they had accepted his/her membership. Once this confirmation was received, the details of the councillor were recorded and notification processed.

Floor crossing was highest in the Western Cape with 31.1% of movements and the lowest in the Eastern Cape with 4.6%. This is illustrated in the table below:

Province	PR Seats	Ward Seats	Total	Percentage
Eastern Cape	19	1	20	4.6%
Free State	22	9	31	7.4%
Gauteng	38	24	62	14.5%
KwaZulu Natal	21	10	31	7.3%
Limpopo	27	11	38	8.9%
Mpumalanga	22	7	29	6.8%
Northern Cape	42	9	51	11.9%
North West	30	2	32	7.5%
Western Cape	85	48	133	31.1%
Total	306	121	427	100.0%

The results of the floor crossing were published by the Commission within two days after the expiry of the window period. Legislation required this to be published within seven days.



Objections were lodged with the Commission from three provinces with councillors alleging irregularities in the process. One came from the Eastern Cape, two from KwaZulu Natal and five from North West. All cases were finalised. The court ordered that KwaZulu Natal councillors retain membership of their original parties, and in the North West and Eastern Cape cases the court ruled that councillors assume membership of the newly joined parties.

All local councils affected by floor crossing had to re-elect representatives for District Councils. However, not all councillors attended these elections and as a result, on the application of the quota system, some seats remained unassigned. The matter was submitted to the Department of Provincial and Local Government who were co-operative and supportive to the Commission throughout the process. It is anticipated that this matter will be addressed by the Department before the next floor crossing period.

7.5.2.2 Party Liaison Committees

The Electoral Commission continuously liaises with political parties at municipal, provincial and national levels on electoral administration processes, legislative review and other relevant matters. Numerous meetings were convened at municipal level due to re-delimitation of voting district boundary programmes. During the year under review all parties represented in legislatures in the three spheres of government participated in these structures. Parties represented on the party liaison committee at national level include the African Christian Democratic Party, African National Congress, Azanian People's Organisation, Democratic Alliance (which includes the Democratic Party and Federal Alliance), Inkatha Freedom Party, Independent Democrats, New National Party, Minority Front, Pan Africanist Congress of Azania, United Christian Democratic Party, United Democratic Movement, Nasionale Aksie, Vryheidsfront, and the Peace and Justice Congress.



7.5.2.3 By-elections

Of the 84 by-elections held, gender splits indicate that 19 wards were occupied by women councillors and 65 occupied by men. In filling the 19 ward vacancies initially occupied by women councillors, three were retained by women and 16 filled by men. Of the 65 ward seats initially occupied by men, four were filled by women.

Deaths accounted for 55% of ward vacancies. Resignations accounted for 42% of vacancies.

7.5.3 Electoral Democracy Development and Education (EDDE)

During the year under review the Commission focused on the development of Electoral Democracy Development and Education (EDDE) programmes. The activities included:

- ☐ Completing the development of teaching and learning materials for EDDE in the senior phase of the General Education and Training (GET) band (Grades 7, 8 and 9) of schools;
- ☐ Preparing facilitators and educators for the implementation of these programmes; and
- ☐ Introducing the resources into the Adult Basic Education and Training programme run by UNISA.

The EDDE project for schools is aimed at deliberately exploiting the country's education, training and development sector for the long-term entrenchment of EDDE in the formal education system. The aim is also to build EDDE into the curricula at all levels of the National Qualifications Framework.

During the year under review the project was rolled out to 372 schools as reflected in Table 17.

TABLE 17: PROVINCIAL SPREAD OF SCHOOLS	
Province	Number of Schools
Eastern Cape	20
Free State	50
Gauteng	16
KwaZulu Natal	101
Limpopo	36
Mpumalanga	36
Northern Cape	27
North West	36
Western Cape	50
Total	<u>372</u>

7.5.3.1 The Development of Teaching/Learning Materials

The following materials were developed for the project:

- “A definitive text” called the *IEC EDDE Reference Manual*, that defined EDDE and from which teaching/learning materials could be designed. A team of six writers from the Commission and Civil Society Organisations drafted the manual. The Educational Support Services' Trust (ESST) compiled the complete draft. This text was distributed only to facilitators and is still “work-in-progress”.
- Teaching/learning support materials comprising of a *Draft Educators' Guide*, which was developed by a service provider; other materials that were sourced and formed part of Educators' and Learners' Kits comprising of:



- ☐ The pocket size Constitution from the Department of Justice and Constitutional Development;
- ☐ The booklet, *My Rights, Your Rights*, from the South African Commission for Human Rights;
- ☐ Mock IDs;
- ☐ Rulers;
- ☐ Pens; and
- ☐ Erasers.

7.5.3.2 Preparation of Facilitators and Educators for Implementation

The model for the above process that minimised the need for a textbook was tested for the first time with Municipal Electoral Officers (MEOs) and Electoral Project Coordinators (EPCs) in the Free State in June 2002.

Three provinces formed part of this pre-pilot phase, namely, the Eastern Cape, Limpopo and the Western Cape.

Between December 2002 and March 2003 the remaining six provinces conducted preparation sessions for both facilitators and educators and began to roll out the project. Facilitators were drawn from Civil Society Organisations and Institutions of Higher Learning. They underwent a 16-hour preparation exercise. Educators underwent a 22-hour preparation exercise.

7.5.3.3 Introduction of EDDE in GET Band (ABET)

The National Department of Education entered into an agreement with the ABET Institute of UNISA to provide literacy training for South Africans and committed funds for this initiative. In addition the ABET Institute entered into an agreement with the Commission in terms of which the Commission was appointed as partner in the literacy project to provide information and education on democracy and elections to the learners as part of the literacy programme.



The Commission undertook to provide such services to the ABET Institute and to facilitate the procurement and payment of service providers of the teaching/learning material and to provide training for the ABET Institute personnel. The Commission procured and paid for the teaching/learning materials for 100 000 learners and 6 000 educators and these were packaged and delivered by the ABET Institute's central warehouses to the literacy classes in the different provinces. The Commission also undertook to conduct observation and evaluation of selected literacy classes. The understanding was that the ABET Institute would assist the Commission in the selection of these classes and to facilitate the visits. Under this agreement the Commission and the ABET Institute undertook to report to the Department of Education on the progress of the project and to keep records and a data base of all learners who have completed the literacy programme.

7.5.3.4 Outreach and Stakeholder Engagement

An aspect of EDDE is done exclusively at provincial level through EDDE's Outreach and Stakeholder Management programmes. The main clients during the reporting period were young people.

The Commission's outreach to youth and youth structures targets learners in schools and students in universities and technikons. Its aim is to spread good electoral practice and to ensure free and fair elections of Learners' and Students' Representative Councils.

The provincial offices were approached to manage elections for a variety of bodies including taxi associations and trade unions. This was done under the auspices of EDDE's "Election Facilitation" service provision. In many more instances, however, IEC offices were approached by universities and technikons to either manage their elections, or supply materials (in most instances, ballot boxes) and in others the IEC was invited to declare a given election free and fair.



The following is a summary of activities per province:

☐ **Eastern Cape**

The province held a colloquium for youth and created an opportunity for the sector to express its concerns and opinions on matters relating to the work of the Commission. An assessment of youth in the Eastern Cape with regards to politics revealed that they found politics boring. Tertiary institutions and political parties in the province felt that the Electoral Commission's strategy with regard to democracy education appeared generic and consequently not particularly sensitive to peculiar situations raising the question "What is the Commission's strategy to reach youth?". Recommendations flowing from these discussions included that nodal points are established where youth can register.

The Eastern Cape held a workshop for an in depth discussion on the challenges presented in the process of acquiring a South African identity document.

☐ **Free State**

There was collaboration with the Department of Home Affairs and the Youth Commission with regards to access and the processing of identity documents.

☐ **Gauteng**

The province has a standing relationship with the Department of Arts and Culture, the Youth Directorate (in the absence of a Provincial Youth Commission office in the province). This partnership was nurtured by Electoral Project Coordinators (EPCs). Through this partnership the Commission was allowed a platform at the start of activities in Masakhane games. The provincial office has a partnership with the Gauteng Department of Education.



❑ KwaZulu Natal

The provincial office facilitated elections for Student Representative Councils in tertiary institutions. It used this in order to explore strategies for encouraging youth to register and to simplify the process of voting.

A workshop was held with civil society organisations (NGOs, community-based organisations and faith-based organisations) in order to determine partnerships around the 2004 elections. A task team was established to implement the resultant recommendations. A similar workshop was held with traditional authorities in the province.

The province co-hosted a youth programme with IDASA in a three day rally to reach out to the youth. An information kiosk was set up promoting the use of the Commission's materials.

❑ Limpopo

The province partnered with the Department of Education, Youth Commission, Christian youth (SACC), youth structures (in villages and through church structures) and the Municipality Youth Council. Home Affairs was brought on board with regards to the issuing of Identity Documents.

The provincial office through the Department of Education, was able to reach approximately 1 000 learners through learner seminars held throughout the province encouraging a change in attitudes to registration. A Youth Workshop was also held in conjunction with the South African Council of Churches. A Gender and Governance Conference was held in partnership with the Commission for Gender Equality and the Youth Commission. A proposal involving young people at the municipal level was put together in co-operation with the Youth Commission. This proposal was presented to the MEC for Local Government. The provincial office is still awaiting a response with the expectation that a second presentation will be made.

Democracy Development/Voter Education was conducted on radio using a democracy quiz. T-shirts were offered as prizes. A workshop held with traditional leaders raised the issue of awareness in the remote areas versus semi-urban and urban areas. Communities in these areas had the knowledge of who to vote for and had above average knowledge with regards to politics and political figures as opposed to communities in urban areas. Lack of resources is a threat to the continuation of the programme in these remote rural areas.



☐ **Mpumalanga**

The province was involved in assisting the provincial Youth Commission with the June 16 Youth Day programme. The provincial office reported engagement of various youth formations.

The provincial electoral officer participated in Youth Council activities wherein greater interest is with developmental matters with regards to the Integrated Development Programmes and Economic Programmes and the role that youth could play in these programmes. Registration was conducted at a soccer match during by-elections.

☐ **Northern Cape**

A youth camp was held for learner leaders. The provincial office joined a task team that is driven by the provincial Youth Commission. A provincial programme was set up in order to streamline activities for the youth. The office participated in a "Children and Youth Rally" in Kuruman and Kimberley in conjunction with the Departments of Labour and of Social Security.

The office also collaborated with the Department of Home Affairs on the registration campaign.

☐ **North West**

The provincial office participated in sporting activities of the North West Nursing College, the elections of the Technisa Learner Representative Council and the provincial Youth Commission in planning activities for Youth Day.

❑ Western Cape

The provincial office attends all NASDEV events. The provincial electoral officer delivered lectures on Governance and Democracy. Other activities that the office has been involved in were "Street Law and Democracy for All", "Youth Parliament" and "Human Rights and Democracy in Prisons". The office also participated in the Youth Council executive committee elections, community radio run by youth, faith based organisations (KAIROS) and the Department of Arts and Culture organised youth structures.

7.5.4 OTHER ACTIVITIES

7.5.4.1 Celebration of Major Events

The Commission co-operated with the South African Human Rights Commission and the Commission for Gender Equality in the presentation of the 2002 Human Rights and Democracy Awards.

7.5.4.2 Electoral Litigation

Electoral litigation matters before the courts were mainly focused on the nomination of candidates and the expulsion of councillors from parties (thirteen cases), and three cases concerning crossing the floor. In one instance the Electoral Commission approached the court for an appropriate declaratory order to set aside the declared results in the Mhlontlo by-election. The relevant court cases were Tembisa Residents Association, Simunye in Christ, P Luiters, Essau, George Gemeenskaps-inisiatief, Malatsi, W S Smith, Memela, P Albertyn, Koopman, Mthembu, Caluza, Sebabole, Gumede, P J Marais, Mhlonthlo and Stalmeester. In most of these cases the Commission filed affidavits bringing facts to the attention of the court without opposing the cases.

No cost orders were given against the Electoral Commission in any of these cases.



7.5.4.3 Electoral System

During the year under review the Commission participated in the Electoral Task Team under the chairmanship of Dr. F. van Zyl Slabbert. Commissioner S S van der Merwe, the Chief Electoral Officer, Adv. P. Tlakula and the Deputy Chief Electoral officer, Mr N du Plessis served on this Task Team.

7.5.4.4 Communication

The Communication Department is responsible for the development and implementation of internal and external communication campaigns and publications. The main activities of the department include support through advertising, promotions, media liaison and releases, graphic design and production.

The communication objectives are to enhance the corporate image of the Commission, improve internal communication and increase voter participation in all elections.

The Commission already has a well established corporate logo which is recognised all over South Africa. The campaign logo, "Vota", has been in use since the 2000 municipal elections and is growing in popularity, especially as an education tool for young children.

To enhance the corporate image of the organisation, the department started a Brand Manual which gives direction on how the logos, corporate colours, stationery and promotional material should be used.

Most of the Commission's staff are in the provinces and communicating decisions and activities poses a challenge. With this in mind an electronic newsletter, "Vota News", was started to convey information and engage staff at national office, the provincial offices and MEOs in discussions.

To further improve internal communication monthly meetings, called Siyathetha, are held where the Chief Electoral Officer interacts directly with staff.

To publicise the Commission, the department assisted provinces with their communication needs by producing posters and pamphlets and promotional items for distribution at events including Human Rights Day, Freedom Day, Youth Day and Women's Day.



7.6 To Maintain and Consolidate Organisational Systems and Infrastructure in Preparation for the 2004 General Elections

7.6.1 Information Technology

The Commission adopted a co-sourcing model in which the operational support, maintenance and administration of the IT infrastructure is run jointly with external service providers but where management of the IT capability and service is retained internally. Certain key roles in terms of the business processes, knowledge and future sustainability for the Commission and the democratic process as a whole were identified.

The IT department was restructured to strengthen internal management, build internal skilled capability and the capacity to balance the supply sources between internal staffing and outsourced capacity such as consultants. This strategy will reduce the Commission's dependency on an external service provider and retain intellectual capital within. In the medium to long-term this will have a positive impact on the Commission's IT professional consulting budget.

In preparation for the coming election season, the Commission upgraded the IT infrastructure at several levels including networks, hardware, operating and application software. The upgrade will improve service delivery, reliability and performance consistency, during the critical election periods over the next three years. The new infrastructure comes in with three year warranties.

7.6.2 Access to information

In the ordinary course of business, the Electoral Commission deals with requests for information on a daily basis without the public or stakeholders such as political parties, having to follow the procedures laid down in the Promotion of Access to Information Act, Act 2 of 2000 (PAIA). Most persons visit the Commission's website for information.

During the year under review the Commission responded to one official request in terms of the Act and submitted an annual report to the South African Human Rights Commission (SAHRC) as required.

The Commission published its PAIA Manual in three official languages. However, at the request of the SAHRC, it was not published in the Government Gazette.



7.7 To Operate and Maintain Proper Financial Management Systems Including Internal Controls

7.7.1 Vota Quotes

The Commission defined a number of requirements to streamline its procurement process in preparation for the 2004 elections. These include; ensuring that the procurement process is fair and transparent; optimising the participation of small, medium and micro enterprises (SMMEs) and previously disadvantaged individuals (PDIs) - women and the disabled are specifically targeted; creating the broadest possible competition; standardising procurement policies and procedures; and creating a cost effective process.

Vota Quotes (an eProcurement solution that can be accessed via the internet) was implemented during August 2002, giving all registered suppliers the opportunity to participate in a reverse auctioning process. The provisions of the Preferential Procurement Policy Framework Act, 2000 are automatically applied to all bids on the system.

Following a registration drive, targeting specifically SMMEs and PDIs, 3 180 suppliers had already been registered by the end of the year under review. Initiatives are underway to enhance the system to optimally promote the participation of local suppliers of goods and services in those provinces where required. In the interim, attention was given to consider bids from service providers that had an established office in the province where the auction originated from.

Early indications are that an overall cost saving on goods and services procured through Vota Quotes may be achieved.

SMMEs and the categorisation of SMMEs as such was done in terms of the National Small Business Act, 1996 and in accordance with such sectors or sub-sectors that best define the area of business as required by the Commission.



ELECTORAL COMMISSION REPORT (continued)

for the financial year ended 31 March 2003

All of the service providers engaged through eProcurement were SMMEs. Ninety eight (98) auctions were awarded in the last financial year.

Almost all of these service providers were categorised as HDI/PDI with women and the disabled. A comparative breakdown for all auctions awarded is as follows:

- Micro – 4 out of the 6 are PDI companies (67%).
- Very Small – 30 out of 35 are PDI companies (86%).
- Small – 47 out of 54 are PDI companies (87%).
- Medium – 2 out of 3 are PDI companies (67%).
- Overall, 85% of the total of 98 auctions was awarded to PDI companies.

Due diligence audits were performed on a continuous basis to ensure quality assurance and that suppliers registered on the eProcurement system provided accurate information.

7.7.2 Internal Audit Function

During the year under review the internal audit function:

- ☐ Reviewed statutory reports to the Commission and National Treasury;
- ☐ Reviewed and addressed standard control and authorisation issues on all requisitions raised for procurement of goods and services, as well as the successful development of the electronic process;
- ☐ Rendered secretarial support to the Audit Committee, implemented recommendations and reported back on all issues raised;
- ☐ Reported fortnightly on issues as requested by the Finance, Audit and IT Committee of the Commission;
- ☐ Reviewed and submitted comments on all documents presented to the Procurement and Disposal Committees;



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**REPORT OF THE AUDITOR-GENERAL TO PARLIAMENT ON THE FINANCIAL
STATEMENTS OF THE ELECTORAL COMMISSION FOR THE YEAR ENDED
31 MARCH 2003**

1. AUDIT ASSIGNMENT

The financial statements as set out on pages 50 to 65, for the year ended 31 March 2003, have been audited in terms of section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996), read with sections 3 and 5 of the Auditor-General Act, 1995 (Act No. 12 of 1995) and section 13(3) of the Electoral Act, 1996 (Act No. 51 of 1996). These financial statements, the maintenance of effective control measures and compliance with relevant laws and regulations are the responsibility of the accounting authority. My responsibility is to express an opinion on these financial statements, based on the audit.

2. NATURE AND SCOPE

The audit was conducted in accordance with Statements of South African Auditing Standards. Those standards require that I plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement.

An audit includes:

- examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements,
- assessing the accounting principles used and significant estimates made by management, and
- evaluating the overall financial statement presentation.

Furthermore, an audit includes an examination, on a test basis, of evidence supporting compliance in all material respects with the relevant laws and regulations that came to my attention and are applicable to financial matters.



I believe that the audit provides a reasonable basis for my opinion.

3. AUDIT OPINION

In my opinion, the financial statements fairly present, in all material respects, the financial position of the Electoral Commission at 31 March 2003 and the results of its operations and cash flows for the year then ended, in accordance with generally accepted accounting practice, and in the manner required by the Public Finance Management Act, 1999 (Act No 1 of 1999).

4. APPRECIATION

The assistance rendered by the staff of the Electoral Commission during the audit is sincerely appreciated.

S Labuschagne

S Labuschagne
for Auditor-General

Pretoria

31/ 07/2003



FINANCIAL STATEMENTS OF THE ELECTORAL COMMISSION

BALANCE SHEET
at 31 March 2003

	Notes	2003 R	2002 R
ASSETS			
Non-current assets			
Equipment, furniture and vehicles	2	38 875 354	11 572 636
Current assets			
Consumables held for future use		399 333	349 316
Receivables and prepayments	3	14 518 859	14 009 070
Cash and cash equivalents	4	83 532 535	103 173 264
		98 450 727	117 531 650
Total assets		137 326 081	129 104 286
RESERVE AND LIABILITIES			
Reserve			
Unutilised surplus	5	66 192 362	89 596 949
Current liabilities			
Trade and other payables	6	63 389 033	30 561 205
Provisions for liabilities and charges	7	3 918 781	3 351 673
Deposits held in trust	8	3 825 905	5 594 459
		71 133 719	39 507 337
Total reserve and liabilities		137 326 081	129 104 286

J.P. Ueh G.

CHIEF ELECTORAL OFFICER

30 MAY 2003

DATE



CASH FLOW STATEMENT

for the year ended 31 March 2003

	Notes	2003 R	2002 R
CASH FLOW FROM OPERATING ACTIVITIES			
Cash generated from/(utilised by) operations	11.1	2 193 374	(131 276 793)
Interest received		11 780 596	14 094 898
Interest paid		-	(1 723)
Net cash inflow/(outflow) from operating activities		13 973 970	(117 183 618)
CASH FLOW FROM INVESTING ACTIVITIES			
Purchase of fixed assets		(34 012 717)	(5 073 729)
Proceeds on disposal of fixed assets		398 018	2 227 555
Net cash outflow from investing activities		(33 614 699)	(2 846 174)
Net decrease in cash and cash equivalents		(19 640 729)	(120 029 792)
Cash and cash equivalents at beginning of period		103 173 264	223 203 056
Cash and cash equivalents at end of year		83 532 535	103 173 264

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

for the year ended 31 March 2003

1. Accounting policy

The annual financial statements are prepared on the historical cost basis, and conform, in all material respects, to generally accepted accounting practice.

The principal accounting policies adopted and applied are set out below.

1.1 Revenue recognition

Government grants for the financing of operating expenditure and capital are accounted for as income on the accrual basis.

Interest is recognised on a time proportion basis.

Donor funds received are not included as income nor are the payments made out of these funds treated as expenses as these amounts are only administered by the Commission on behalf of the relevant parties or beneficiaries.

Income other than grants and interest, are accounted for in the year of receipt.

1.2 Equipment, furniture and vehicles

Equipment, furniture and vehicles are shown at historical cost less accumulated depreciation.

Depreciation on equipment, furniture and vehicles are calculated to write off the cost thereof on a straight-line basis over its expected useful life. Artwork is written off in the year of purchase to a residual value of R1 per item. All assets purchased at a value of less than R1 000 have been written off to R1 per item. The expected useful lives for depreciation purposes, for the main categories of equipment, furniture and vehicles, are as follows:

Computer equipment and software	3 years
Scanners	3 years
Office machines and equipment	6 years
Cell phones	3 years
Furniture and fittings	5 - 6 years
Motor vehicles	5 years
Appliances	6 years
Artwork	1 year
Pre-fabricated buildings	5 - 6 years



NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2003

1.3 Intangible assets

No value is attributed to internally developed trademarks. Costs incurred on trademarks are charged to the income statement in the period in which they are incurred.

1.4 Consumables

Consumable stock items are valued at the lower of average cost or estimated net realisable value.

1.5 Foreign currencies

Transactions in foreign currencies are accounted for at the rate ruling on the transaction date or the contractually agreed to rate if applicable. Gains and losses arising from the settlement of such transactions are recognised in the income statement as part of operating expenditure.

1.6 Financial instruments

Financial instruments carried on the balance sheet include cash and cashbook balances, call deposits, receivables and trade creditors. These instruments are generally carried at their estimated fair value. For example, receivables are carried net of the estimated doubtful receivables. The particular recognition methods adopted are disclosed in the individual notes associated with each item.

1.7 Trade receivables

Trade receivables are carried at anticipated realisable value. An estimate is made for doubtful receivables based on a review of all outstanding amounts at year-end. Bad debts are written off during the year in which they are identified.

1.8 Cash and cash equivalents

For the purposes of the cash flow statement, cash and cash equivalents comprise cash in hand and deposits held on call with banks.

1.9 Provisions

Provisions are recognised when the IEC has a present legal or constructive obligation as a result of past events, when it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation, and when a reliable estimate of the amount of the obligation can be made.

Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for annual leave as a result of services rendered by employees up to the balance sheet date.

1.10 Comparative figures

Provisions for liabilities and trade and other payables have been restated as at 31 March 2002 to conform with changes in presentation in the current year.

NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2003

2. EQUIPMENT, FURNITURE AND VEHICLES

	Computer equipment and software R	Scanners R	Office machines and equipment R	Cell phones R	Furniture and fittings R	Motor vehicles R	Appliances R	Artwork R	Pre- fabricated buildings R	TOTAL R
Year ended 31 March 2003										
Net book amount										
- opening net book value	4 929 356	41 859	2 138 928	7 857	2 916 830	1 333 107	62 018	268	142 413	11 572 636
- additions during year	26 950 935	706	3 814 334	16	1 417 569	1 549 298	59 540	11 669	208 650	34 012 717
- disposals/write-off during year	(41 130)	(9)	(1 726)	(1)	(365)	(47 996)	(2)	-	-	(91 229)
- depreciation charge for year	(3 405 443)	-	(980 093)	(3 511)	(1 433 597)	(682 590)	(45 351)	(10 625)	(57 560)	(6 618 770)
Closing net book amount	28 433 718	42 556	4 971 443	4 361	2 900 437	2 151 819	76 205	1 312	293 503	38 875 354
At 31 March 2003										
Cost										
- opening cost	51 647 763	84 157 043	5 392 275	47 574	7 214 438	2 855 353	136 226	318 648	270 088	152 039 408
- additions during the year	26 950 935	706	3 814 334	16	1 417 569	1 549 298	59 540	11 669	208 650	34 012 717
- disposals/write-off during year	(1 757 966)	(25 172)	(23 563)	(457)	(3 361)	(312 787)	(100)	-	-	(2 123 406)
Accumulated depreciation										
- opening balance	(46 718 407)	(84 115 184)	(3 253 347)	(39 717)	(4 297 608)	(1 522 246)	(74 208)	(318 380)	(127 675)	(140 466 772)
- disposals/write-off during year	1 716 836	25 163	21 837	456	2 996	264 791	98	-	-	2 032 177
- charge current year	(3 405 443)	-	(980 093)	(3 511)	(1 433 597)	(682 590)	(45 351)	(10 625)	(57 560)	(6 618 770)
Net book amount	28 433 718	42 556	4 971 443	4 361	2 900 437	2 151 819	76 205	1 312	293 503	38 875 354

NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2003

2. EQUIPMENT, FURNITURE AND VEHICLES

	Computer equipment and software		Scanners		Office machines and equipment		Cell phones		Furniture and fittings		Motor vehicles		Appliances		Artwork		Pre-fabricated buildings		TOTAL	
	R		R		R		R		R		R		R		R		R		R	
Year ended 31 March 2002																				
Net book amount																				
- opening net book value	12 988 825		15 587 107		2 488 060		6 187		3 231 876		1 857 954		63 361		215		183 839		36 407 424	
- additions during year	3 519 028		-		571 643		6 446		676 049		241 275		25 478		30 722		3 088		5 073 729	
- disposals/write-off during year	(710 344)		(1 600)		(13 984)		(162)		(29 909)		(190 697)		(5 829)		(4)		-		(952 529)	
- depreciation charge for year	(10 868 153)		(15 543 648)		(906 791)		(4 614)		(961 186)		(575 425)		(20 992)		(30 665)		(44 514)		(28 955 988)	
Closing net book amount	4 929 356		41 859		2 138 928		7 857		2 916 830		1 333 107		62 018		268		142 413		11 572 636	
At 31 March 2002																				
Cost																				
- opening cost	53 532 737		89 911 189		4 917 953		70 732		6 589 849		3 049 197		120 248		295 084		267 000		158 753 989	
- additions during year	3 519 028		-		571 643		6 446		676 049		241 275		25 478		30 722		3 088		5 073 729	
- disposals/write-off during year	(5 404 002)		(5 754 146)		(97 321)		(29 604)		(51 460)		(435 119)		(9 500)		(7 158)		-		(11 788 310)	
Accumulated depreciation																				
- opening balance	(40 543 912)		(74 324 082)		(2 429 893)		(64 545)		(3 357 973)		(1 191 243)		(56 887)		(294 869)		(83 161)		(122 346 565)	
- disposals/write-off during year	4 693 658		5 752 546		83 337		29 442		21 551		244 422		3 671		7 154		-		10 835 781	
- charge current year	(10 868 153)		(15 543 648)		(906 791)		(4 614)		(961 186)		(575 425)		(20 992)		(30 665)		(44 514)		(28 955 988)	
Net book amount	4 929 356		41 859		2 138 928		7 857		2 916 830		1 333 107		62 018		268		142 413		11 572 636	



NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2003

	2003 R	2002 R
3. Receivables and prepayments		
Trade accounts receivable	310 577	4 795 064
Deposits	268 395	468 595
Prepayments	2 395 990	-
Accrued interest	105 717	2 311 169
Outstanding bank deposits	183 370	18 729
Sundry	631 952	632 978
VAT claims	10 622 858	5 886 481
Less: Provision for irrecoverable debts	-	(103 946)
	<u>14 518 859</u>	<u>14 009 070</u>
4. Cash and cash equivalents		
Bank balances – current accounts	14 467 101	5 785 539
Call deposits	69 052 615	97 370 386
Petty cash	12 819	17 339
	<u>83 532 535</u>	<u>103 173 264</u>
5. Unutilised surplus		
Opening unutilised surplus	89 596 949	216 701 034
Deficit for the year	(23 404 587)	(127 104 085)
	<u>66 192 362</u>	<u>89 596 949</u>



NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2003

	2003 R	2002 R
6. Trade and other payables		
Trade accounts payable	59 702 543	26 653 586
State Electoral Fund	210 804	210 804
Deposits	353 820	1 290 270
Sundry	429 645	384 127
Cheques not presented for payment	<u>2 692 221</u>	<u>2 022 418</u>
	<u>63 389 033</u>	<u>30 561 205</u>

7. Provisions

	Audit fee	Leave pay	Total
At 31 March 2001	1 888 848	762 072	2 650 920
Additional provisions	1 285 120	907 399	2 192 519
Unused amounts reversed	(786)	-	(786)
Utilised during the year	<u>(1 481 888)</u>	<u>(9 092)</u>	<u>(1 490 980)</u>
At 31 March 2002	<u>1 691 294</u>	<u>1 660 379</u>	<u>3 351 673</u>
	Audit fee	Leave pay	Total
At 31 March 2002	1 691 294	1 660 379	3 351 673
Additional provisions	1 767 900	367 267	2 135 167
Utilised during the year	<u>(1 568 059)</u>	<u>-</u>	<u>(1 568 059)</u>
At 31 March 2003	<u>1 891 135</u>	<u>2 027 646</u>	<u>3 918 781</u>



NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2003

Audit fee

A provision has been recognised at the year-end to cover the expected external audit costs for the year. It is estimated that the majority of the provision will realise in the following financial year.

Leave pay

Employee entitlements to annual leave are recognised when they accrue to employees. A provision is made for the estimated liability for accrued leave as a result of services rendered by employees up to the balance sheet data. The increase in provision is mainly due to an increase in salary cost. The provision will be realised as and when staff take leave.

	2003 R	2002 R
8. Deposits held in trust		
Grants received in respect of the furtherance of democracy		
- European Union – previous Commission	3 682 527	3 682 527
- Department for International Development (DfID)	143 378	143 378
- Department of Foreign Affairs – Lesotho Elections	-	1 768 554
	3 825 905	5 594 459

The above balance represents the unexpended portion of grants/pledges of R3 825 905 (2002: R5 594 459) received from the various donors which the Electoral Commission is still to utilise in accordance with contractual arrangements.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2003

	2003 R	2002 R
9. Operating deficit is arrived at after taking the following into account:		
Revenue from:		
- Government grant	210 756 000	100 000 000
- Political party registration fees	2 895	1 491
- Other	381 782	10 201 267
	<u>211 140 677</u>	<u>110 202 758</u>
Auditors remuneration:		
- Audit fees	<u>1 767 900</u>	<u>1 285 120</u>
Depreciation:		
- Computer equipment and software	3 405 443	10 868 153
- Scanners	-	15 543 648
- Office machines and equipment	980 093	906 791
- Cell phones	3 511	4 614
- Furniture and fittings	1 433 597	961 186
- Motor vehicles	682 590	575 425
- Appliances	45 351	20 992
- Artwork	10 625	30 665
- Pre-fabricated buildings	57 560	44 514
	<u>6 618 770</u>	<u>28 955 988</u>
Net surplus/(deficit) on disposal/scrapping of equipment, furniture and vehicles		
- Equipment – disposal/scrapping	(1 726)	(8 545)
- Vehicles – disposal	142 004	121 951
- Cell phones – disposal/scrapping	(1)	21 337
- Computer Equipment – disposal/scrapping	166 888	1 124 246
- Furniture – disposal/scrapping	(365)	15 370
- Electoral Equipment - disposal	218 731	645 608
- Artwork – scrapping	-	(4)
- Scanners – scrapping	(9)	(1 600)
- Appliances – disposal/scrapping	(2)	2 271
	<u>525 520</u>	<u>1 920 634</u>



NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2003

	2003 R	2002 R
9. Operating deficit is arrived at after taking the following into account: (continued)		
Rentals in respect of operating leases:		
- Land and buildings	8 807 792	8 366 248
- Equipment	<u>2 712 842</u>	<u>3 303 027</u>
	<u>11 520 634</u>	<u>11 669 275</u>
Fees for services:		
- Private institutions	72 304 164	73 557 708
- Government institutions	182 546	-
- Other	5 911 934	5 626 717
- Computer services – wide area network	<u>21 085 456</u>	<u>27 885 445</u>
	<u>99 484 100</u>	<u>107 069 870</u>
Staff costs:		
- Wages and salaries	80 775 371	72 246 820
- Remuneration allowances	159 884	706 422
- Gratuities	500 734	1 437 007
- Employer contributions	1 959 118	1 245 274
- Relocation costs	<u>210 551</u>	<u>49 858</u>
	<u>83 605 658</u>	<u>75 685 381</u>
10. Finance income		
Interest received	11 780 596	14 094 898
Interest paid – Other	<u>-</u>	<u>(1 723)</u>
	<u>11 780 596</u>	<u>14 093 175</u>

NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2003

	2003 R	2002 R
11. Notes to the cash flow statement		
11.1 Reconciliation of deficit for the year to cash generated from operating activities		
Deficit for the year	(23 404 587)	(127 104 085)
Adjustments for:		
- Depreciation	6 618 770	28 955 988
- Surplus on disposal/scraping of assets	(306 789)	(1 275 026)
- Interest received	(11 780 596)	(14 094 898)
- Interest paid	-	1 723
Operating deficit before working capital changes	(28 873 202)	(113 516 298)
Working capital changes:	31 066 577	(17 760 495)
- Decrease in consumables	(50 017)	(64 503)
- (Increase)/decrease in receivables and prepayments	(509 789)	13 623 267
- Increase/(decrease) in trade and other payables and provisions	33 394 937	(32 352 386)
- (Decrease)/increase in deposits held in trust	(1 768 554)	1 033 127
Cash generated from/(utilised by) operations	2 193 374	(131 276 793)

12. Taxation

No provision is made for income taxation, as the Commission is exempt from taxation in terms of legislation (with the exception of Value Added Tax, Regional Services Council levies and other indirect taxes).



NOTES TO THE ANNUAL FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2003

	2003 R	2002 R
13. Contingencies and Commitments		
13.1 Operating commitments		
Payable within the next 12 months:		
- Contractual commitments	19 791 212	10 546 642
- Office rental agreements	6 636 901	6 549 202
- Equipment lease and maintenance	1 161 198	1 240 057
Payable thereafter:		
- Contractual commitments	63 047 930	2 914 672
- Office rental agreements	4 819 427	6 609 372
- Equipment lease and maintenance	15 072	482 112
13.2 Contingencies not provided for:		
Legal claims	100 000	150 000
Other	-	3 137 134

14. Retirement funding

No retirement plans are operated by the Electoral Commission. Employees are however given the option to join a recognised Retirement Annuity Fund for which contributions are funded from their own remuneration.



DETAILED INCOME AND EXPENDITURE STATEMENT

for the year ended 31 March 2003

INCOME

	2003 R	2002 R
Government grant	210 756 000	100 000 000
Political party registration fees	2 895	1 491
Interest received	11 780 596	14 094 898
Other	381 782	10 201 267
Total income	222 921 273	124 297 656

EXPENDITURE

Personnel expenditure

	83 605 658	75 685 381
Salaries	80 775 371	72 246 820
- Permanent staff	42 971 969	37 969 232
- Temporary staff	9 759 351	5 689 103
- Voter education fieldworkers	706 451	-
- Logistical and other support staff	3 666 890	1 834 632
- By-elections	1 080 847	898 718
- Targeted registration	4 305 163	2 955 753
- MEO agents	28 044 051	28 588 485
Remunerative allowances	159 884	706 422
- Permanent staff	159 884	704 148
- Temporary staff	-	2 274
Gratuities	500 734	1 437 007
- Permanent staff	500 734	1 437 007
Employer's contributions	1 959 118	1 245 274
Relocation costs	210 551	49 858



DETAILED INCOME AND EXPENDITURE STATEMENT (continued)
for the year ended 31 March 2003

	2003 R	2002 R
EXPENDITURE (continued)		
Administrative expenditure	28 972 824	20 663 207
Subsistence expenditure	2 822 896	2 023 750
Transport expenditure	8 038 767	5 272 471
- Democracy development and voter education	680 300	94 099
- MEO development and training	3 929 207	2 675 234
- Other	3 429 260	2 503 138
Air transport	2 719 379	1 576 149
Communication expenditure	5 390 550	6 743 211
Study expenditure	147 735	342 515
Regional council levy	223 353	195 675
Advertisements	2 505 504	928 094
Entertainment expenditure	1 166 291	582 079
- Democracy development and voter education	545 338	67 779
- MEO development and training	108 044	70 925
- Other	512 909	443 375
Membership & Registration	707 028	1 301 905
Insurance	313 353	391 160
Hiring halls	4 937 968	925 588
- Democracy development and voter education	1 978 248	164 959
- PEO/MEO development and training	1 308 819	645 527
- Voting stations	730 811	-
- Delimitation	349 475	29 886
- Other	570 615	85 216
Relocation costs	-	380 610
Printing, stationery and other supplies	7 913 361	2 699 363
Purchase of equipment and software	6 954 931	5 288 908
Software license fees	6 824 388	4 880 637
Electoral equipment	4 630	6 165
Data sets	42 285	323 796
Other	83 628	78 310
Rented equipment	2 712 842	3 303 027
Land and buildings	8 807 792	8 366 248



DETAILED INCOME AND EXPENDITURE STATEMENT (continued)
for the year ended 31 March 2003

EXPENDITURE (continued)	2003 R	2002 R
Professional & other services	101 252 000	108 354 990
Government Institutions	182 546	-
Computer services – wide area network	21 085 456	27 885 445
Research	529 511	175 164
Maintenance and repairs	4 000 423	4 304 161
Private Institutions	72 304 164	73 557 708
Legal costs	875 216	703 628
Audit costs	1 767 900	1 285 120
Bank charges	506 784	443 764
Miscellaneous expenditure	13 202	3 540
Depreciation	6 618 770	28 955 988
Surplus on disposal/scraping of assets	(525 520)	(1 920 634)
Interest paid	-	1 723
Total expenditure	246 325 860	251 401 741
Deficit for the year	(23 404 587)	(127 104 085)



DEPARTMENTAL EXPENDITURE STATEMENT

for the year ended 31 March 2003

APPENDIX B

	Total expenditure R	Personnel expenditure R	Administrative expenditure R	Consumables R	Equipment R	Land and building rentals R	Professional and other services R	Miscellaneous expenditure R
NATIONAL OFFICE								
Administration								
Electoral Commission	6 420 361	4 135 334	1 523 846	20 074	5 984	-	735 123	-
Commission services	4 401 462	3 924 497	460 037	16 928	-	-	-	-
International liaison and fund raising	2 018 899	210 837	1 063 809	3 146	5 984	-	735 123	-
Management	7 462 195	3 134 938	304 368	22 151	-	-	4 000 738	-
Office of the CEO	1 415 138	911 700	129 997	5 813	-	-	367 628	-
Office of the deputy CEO	2 206 347	2 026 289	163 720	16 338	-	-	-	-
Performance and internal audit	3 840 710	196 949	10 651	-	-	-	3 633 110	-
Financial management	19 621 394	2 191 405	940 222	212 395	45 764	-	16 218 406	13 202
Budget and compliance verification	2 865 577	1 004 724	50 277	66 139	-	-	1 744 437	-
Financial administration	11 694 816	146 551	185 303	87 638	24 711	-	11 237 411	13 202
Procurement and asset management	5 061 001	1 040 130	704 642	58 618	21 053	-	3 236 558	-
Human resources & corporate services	26 474 984	8 166 942	4 811 200	4 052 896	1 271 762	2 586 989	5 585 195	-
Communication services	6 345 192	648 972	744 445	3 594 431	91 833	-	1 265 511	-
Human resources	9 475 372	5 134 624	2 666 002	64 257	-	-	1 610 489	-
Support services	10 654 420	2 383 346	1 400 753	394 208	1 179 929	2 586 989	2 709 195	-
Total for national office: Administration	59 978 934	17 628 619	7 579 636	4 307 516	1 323 510	2 586 989	26 539 462	13 202
NATIONAL OFFICE								
Operations								
Logistics and MEO development	48 437 377	32 512 869	7 453 219	955 533	1 186 293	2 548 191	3 781 272	-
Logistics	6 293 843	2 116 123	613 912	390 784	9 610	1 269 898	1 893 516	-
Establishment of MEO offices	40 457 999	29 588 793	6 437 800	538 132	1 176 683	1 278 293	1 438 298	-
Voting station infrastructure	1 685 535	807 953	401 507	26 617	-	-	449 458	-
Information technology	76 118 096	1 950 897	249 658	171 240	7 062 839	-	66 683 462	-
Business systems	7 068 617	1 272 315	78 315	121 220	860 762	-	4 736 005	-
Information technology operations	69 049 479	678 582	171 343	50 020	6 202 077	-	61 947 457	-
Voting and electoral democracy development	14 028 261	4 422 544	5 396 320	1 461 225	50 779	208 760	2 488 633	-
By-elections	1 653 999	1 045 807	255 276	111 283	29 566	208 760	3 307	-
Electoral democracy development and education	7 477 153	1 904 479	3 963 654	1 170 095	21 213	-	417 712	-
Electoral legislation and research	52 115	-	50 185	-	-	-	1 930	-
Legal services	1 744 367	446 452	109 637	9 548	-	-	1 178 730	-
Political party liaison	695 242	443 513	60 238	18 627	-	-	172 864	-
Voting and results	2 405 385	582 293	957 330	151 672	-	-	714 090	-
Voters' roll and delimitation	8 316 153	5 813 947	1 238 644	89 802	-	-	1 173 760	-
Delimitation	2 279 607	1 071 114	992 408	6 215	-	-	209 870	-
Voters' roll and registration	6 036 546	4 742 833	246 236	83 587	-	-	963 890	-
Total for national office: Operations	146 899 887	44 700 257	14 337 841	2 677 800	8 299 911	2 756 951	74 127 127	-



	Total expenditure R	Personnel expenditure R	Administrative expenditure R	Consumables R	Equipment R	Land and building rentals R	Professional and other services R	Miscellaneous expenditure R
REGIONAL OFFICES								
Eastern Cape	4 785 059	2 990 323	1 353 717	141 681	-	223 885	75 453	-
Free State	3 475 658	2 122 266	706 448	201 893	33 228	352 605	59 218	-
Gauteng	3 572 190	2 148 776	429 592	58 752	2 980	878 450	53 640	-
KwaZulu-Natal	4 563 684	2 841 794	1 006 461	128 148	-	533 040	54 241	-
Mpumalanga	3 765 345	2 451 074	549 494	60 228	-	658 878	45 671	-
Northern Cape	2 976 713	1 813 376	628 169	82 159	7 195	376 341	69 473	-
Northern Province	3 593 296	2 406 842	802 780	86 525	-	212 918	84 231	-
North West Province	3 349 999	2 204 834	805 626	44 939	-	236 842	57 758	-
Western Cape	3 271 845	2 297 497	773 060	123 720	949	(9 107)	85 726	-
Total for regional offices:	33 353 789	21 276 782	7 055 347	928 045	44 352	3 463 852	585 411	-
Departmental expenditure	240 232 610	83 605 658	28 972 824	7 913 361	9 667 773	8 807 792	101 252 000	13 202
Depreciation	6 618 770							
(Profit)/Loss on disposal/scraping of assets	(525 520)							
Interest paid	-							
Total expenditure	246 325 860							
Total income	222 921 273							
Deficit for the year	(23 404 587)							
Unutilised surplus at 31 March 2002	89 596 949							
Unutilised surplus at 31 March 2003	66 192 362							

DEPARTMENTAL EXPENDITURE STATEMENT

for the year ended 31 March 2002

APPENDIX B

	Total expenditure R	Personnel expenditure R	Administrative expenditure R	Consumables R	Equipment R	Land and building rentals R	Professional and other services R	Miscellaneous expenditure R
NATIONAL OFFICE								
Administration								
Electoral Commission	4 810 481	3 709 390	941 119	20 134	-	-	136 299	3 539
Commission services	4 103 094	3 704 154	247 292	15 349	-	-	136 299	-
International liaison and fund raising	707 387	5 236	693 827	4 785	-	-	-	3 539
Management	17 102 518	1 693 225	575 814	25 876	-	-	14 807 603	-
Office of the CEO	9 784 658	133 422	564 716	19 697	-	-	9 066 823	-
Office of the deputy CEO	3 517 958	1 383 274	5 332	6 179	-	-	2 123 173	-
Performance and internal audit	3 799 902	176 529	5 766	-	-	-	3 617 607	-
Financial management	19 921 083	2 844 404	345 915	441 689	96 734	-	16 192 341	-
Budget and compliance verification	2 968 199	1 375 224	35 238	264 481	5 378	-	1 287 878	-
Financial administration	13 354 844	813 355	277 728	153 841	77 822	-	12 032 098	-
Procurement and asset management	3 598 040	655 825	32 949	23 367	13 534	-	2 872 365	-
Human resources & corporate services	20 422 000	5 700 221	5 259 837	476 331	2 680 545	2 552 499	3 752 567	-
Communication services	2 057 992	680 461	549 051	128 898	526 144	-	173 438	-
Human resources	5 156 681	2 958 803	1 853 635	29 015	-	-	315 228	-
Support services	13 207 327	2 060 957	2 857 151	318 418	2 154 401	2 552 499	3 263 901	-
Total for national office: Administration	62 256 082	13 947 240	7 122 685	964 030	2 777 279	2 552 499	34 888 810	3 539
NATIONAL OFFICE								
Operations								
Logistics and MEO development	48 084 098	31 805 977	5 188 454	864 126	699 139	2 205 122	7 321 279	1
Logistics	9 850 394	1 905 452	614 080	597 512	16 716	1 449 637	5 267 596	1
Establishment of MEO offices	36 739 269	29 331 397	3 849 714	264 315	654 599	585 861	2 053 383	-
Voting station infrastructure	1 493 835	569 128	724 660	2 299	27 824	169 624	300	-
Information technology	70 174 395	1 571 153	220 330	117 686	5 042 545	-	63 222 681	-
Business systems	8 536 463	898 461	33 098	46 147	1 569 686	-	5 989 071	-
Information technology operations	61 637 932	672 692	187 232	71 539	3 472 859	-	57 233 610	-
Voting and electoral democracy development	5 057 979	3 405 742	460 525	159 792	6 579	-	1 025 341	-
By-elections	-	-	-	-	-	-	-	-
Electoral democracy development and education	2 111 735	1 552 574	406 902	150 558	-	-	1 701	-
Electoral legislation and research	(246 580)	-	355	-	-	-	(246 935)	-
Legal services	1 258 375	377 346	53 812	6 736	-	-	820 481	-
Political party liaison	717 460	403 777	35 436	2 033	-	-	276 214	-
Voting and results	1 216 989	1 072 045	(35 980)	465	6 579	-	173 880	-
Voters' roll and delimitation	8 262 261	5 622 879	1 438 408	66 331	-	2 301	1 132 342	-
Delimitation	3 262 772	1 813 553	1 211 711	3 524	-	-	233 984	-
Voter roll and registration	4 999 489	3 809 326	226 697	62 807	-	2 301	898 358	-
Total for national office: Operations	131 578 733	42 405 751	7 307 717	1 207 935	5 748 263	2 207 423	72 701 643	1



	Total expenditure R	Personnel expenditure R	Administrative expenditure R	Consumables R	Equipment R	Land and building rentals R	Professional and other services R	Miscellaneous expenditure R
REGIONAL OFFICES								
Eastern Cape	4 644 869	2 676 711	1 476 980	82 846	-	269 640	138 692	-
Free State	3 363 479	2 024 829	713 270	42 988	21 602	450 277	110 513	-
Gauteng	3 327 646	2 023 511	404 474	34 319	1 182	809 374	54 786	-
KwaZulu-Natal	4 001 505	2 589 875	624 462	65 354	3 500	596 102	122 212	-
Mpumalanga	3 050 772	1 926 401	472 718	22 377	-	594 898	34 378	-
Northern Cape	2 972 628	1 901 504	579 414	43 062	11 992	356 440	80 216	-
Northern Province	3 106 047	2 107 345	605 529	62 553	-	269 919	60 701	-
North West Province	3 173 162	2 001 439	726 382	76 664	17 450	256 227	95 000	-
Western Cape	2 889 741	2 080 775	629 576	97 235	10 667	3 449	68 039	-
Total for regional offices:	30 529 849	19 332 390	6 232 805	527 398	66 393	3 606 326	764 537	-
Departmental expenditure	224 364 664	75 685 381	20 663 207	2 699 363	8 591 935	8 366 248	108 354 990	3 540
Depreciation	28 955 988							
(Profit)/Loss on disposal/scraping of assets	(1 920 634)							
Interest paid	1 723							
Total expenditure	251 401 741							
Total income	124 297 656							
Deficit for the year	(127 104 085)							
Unutilised surplus at 31 March 2001	216 701 034							
Unutilised surplus at 31 March 2002	89 596 949							

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