



**AUDITOR-GENERAL
SOUTH AFRICA**

The Chief Executive Officer: Kha Ri Gude
Department of Basic Education
Private Bag X895
Pretoria
0001

Date: 4 April 2014

Reference: Request no.6 for Kha Ri Gude performance audit

Dear Dr Ramarumo

Request for information for the Performance Audit on Kha Ri Gude Mass Literacy Campaign at the Department of Basic Education

1. We require the following information that will be used for the application of those auditing procedures necessary to enable us to conduct our audit. You are kindly requested to provide the information detailed below within 3 days of the receipt of this letter.
2. Should any information requested not be received within the agreed timeline and should we not be able to obtain sufficient appropriate audit evidence by alternative procedures, this omission will be considered to be a result of the limitation on the scope of the audit.
3. The limitation will be reported on as such in the public report.
4. Should you be unable to supply the information requested in the time specified, kindly indicate the reasons for the non-submission or for the delay in meeting the agreed date of the submission.
5. In order for us to meet the dates for the submission of the performance audit report, the delay in meeting the timelines for submission of the requested information may result in it not being taken into consideration in concluding on the performance audit.

Please provide us with the following information:

1. Supporting documents for the ordering and printing of the following books in 2012:
 - a. English Numeracy books 19 760 and
 - b. English Assessment Portfolios 20 000
2. Reports where exceptions on the database were reported for the 2008, 2009, 2010, 2011, 2012 and 2013 year.
3. Supporting documentation/evidence of any follow up action on the above exceptions for 2008 – 2013 years.
4. ABET: Evidence that KRG databases were handed to provinces at HEDCOM meetings as well as directly to ALL provinces through their ABET directorates 2009, 2010, 2011, 2012, 2013 (if applicable).
5. Personnel files for all Monitors, Coordinators, Supervisors and Volunteer Educators listed in Annexure A, containing the following where applicable:
 - a) Registration forms
 - b) Appointment letters
 - c) Matric certificate
 - d) Copy of ID
 - e) Memorandum of agreements/Contracts
 - f) Third party employment letter (if applicable)
6. The following proof/documentation/supporting documents for all Monitors, Coordinators, Supervisors and Volunteer Educators listed in Annexure A:
 - a) Payment details for the period under review
 - b) Monthly submission batches from the Coordinators for the period under review, which should include:
 - o Coordinator' monthly report
 - o Attendance registers for monthly meeting with Supervisor
 - o Monthly Supervisor reports
 - o Monthly Supervisor meeting attendance registers
 - o Volunteer Educator attendance registers per SV report submitted
 - c) Monitor monthly reports

- d) Site visit registers by Coordinators, Supervisors and Monitors
- 7. Proof/documentation/supporting documents for monitoring and evaluation by Monitors and Coordinators (for all listed in Annexure A) on the field activities of the campaign, to the Kha Ri Gude Unit at the Department of Basic Education.
- 8. Attendance registers for all Volunteer Educators listed in Annexure A.
- 9. The following proof/documentation/supporting documents for all learners listed in Annexure B, where applicable:
 - a) Registration form
 - b) Copy of ID
 - c) Attendance registers
 - d) Results of the placement tests
 - e) Learner Assessment Portfolios submitted (only where applicable)

Please note that I was unable to relate/connect all Volunteer Educators, Supervisors and Coordinators to the relevant monitors. So your help will be appreciated in identifying the responsible Monitors and provide me their information. I have indicated them as xxx on Annexure A and B.

Yours sincerely

Chri'

Manager Performance Auditing

Enquiries: Chrisna Botha
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Cell phone: (072) 254 4462
Email: chrisnab@agsa.co.za

1. Acknowledgement of receipt of request by management:

I hereby acknowledge receipt of the request for information

Received by

Date

2. Submission of information by management:

I have submitted the requested information on behalf of [responsible head of department/CFO] and confirm that [all the information requested has been submitted//] / I have not been able to submit the information for the reasons as indicated and the information will not become available at a future date.]

Submitted by

Date

3. Acknowledgement of information by auditor:

I hereby acknowledge receipt of the information as detailed herein.

Received by

Date

Annexure A

2010	Monitor	National ID No	KRGID No (Coaid)	National ID No	KRGID No (Sup)	National ID No	KRGID No	National ID No
	XXX		314		31416		3141601	7912126754083
							3141601	8510056106081
							3141604	8802040525082
							3141607	8109305980089
	XXX		315		31524		3152404	5901095750083
							3152409	4709180531081
	XXX		425		42506		4250603	
	XXX		439		43919		4391903	

2011				KRGID No (Sup)	National ID No	KRGID No	National ID No
	XXX		314	31404		3140403	8909045301086
				31411		3141103	8303050871086
				31416		3141604	
	XXX		422	42216		4221609	7901070663085
	XXX		436	43603		4360307	9006220717084

2013	Monitor	National ID No	KRGID No (Coaid)	National ID No	KRGID No (Slip)	National ID No	KRGID No	National ID No
	M76	7608280380083	726	5401055706084	72614	6606020401087	7261405	6004120772088
					72608	57040 1066087	7260804	6612310525080
	M43	6910210326082	430	7009230412086	43016	8112200304082	4301604	9708186042080
	M48	7208205372081	419	6806095545087	41902	8309171337089	4190208	9703300920089
	M110	5101160116084	106	5001013239085	10607	6910170074086	1060705	9705215788089
	No monitor		604	8109190324088	10603	8204050717081	1060303	8505206073082
					60409	5904235192083	6040902	6608220126084
	M81	6310101512082	806	6101290291087	80601	7808200659083	8060107	8601020895089
	M41	6309160937081	418	7003140522084	41801	8001240579086	4180104	8401180930085
							4180108	9102010650088
	M76	7608280380083	717	5604265711089	71709	5805120158081	7170906	9103150829086

Annexure 8

Monitor		
Coordinator	314	
'''	31416	
Tutor	3141604	8802040525082
I''''''''		6904105512088
	o	180
	314160415	4901011843088
	314160404	4411092012082
	314160411	3908085095108
	314160408 314160413	
Monitor		
	315	
	31524	
Tutor		
Learner	31."oAnAn · 315240413	591211 5806095832080
	31 31:	5607010887088
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	315240410	4801080551085
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	315240416	1089
	315240409	3801125351088
	31	
	q,, 315240407	1412125212080
	315240406	
Coordinator	425	
	42506	
Tutor	4250603	
I		4703285453085
Monitor		
Coordinator	439	
'''	43919	
Tutor	4391903	
Learner		

	314		
'''	31411		
Tutor	3141103		
'	314110313		
	314110308		
	314110306	5003155241085	
	314110315	4901011843088	
	314110310	4801080551085	
	314110312		
	314110305	4411 n • nnn	
	314110316	4004205371089	
	314110309	3801125351088	
	314110304		
	314110302		
	314110307		
	314110311		
	314110314		
Coordinator	314		
	31416		
Tutor	3141604	NoiDnron	
'	314160410		88
	°		84
	314160417	4705190572081	82
	314160403	4507300423084	81
	°°°°°°°		81
	314160413	3105055185080	89
	314160404		67
	314160406		86
	314160408		87
	314160409		86
	314160412		69
	314160415		82
	314160514		82
			84
Coordinator	422		
.	42216		
Tutor			
Learner			

Monitor		
Coordinator	436	
Supervisor	43603	
Tutor	4360307	9006220717084
Learner	436030713	5306290332085

	KRGID	National ID
Monitor	M81	6310101512082
Coordinator	806	6101290291087
Supervisor	80601	7808200659083
Tutor	8060107	
Learner	806010704	9106086184088
	806010710	9011206295089
	806010705	8712280750086
	806010701	8603170484086
	806010712	8506020746085
	806010702	8211195830083
	806010717	8210270941088
	806010708	8208140774085
	806010713	7809165598084
	806010716	7610180625088
	806010709	7608190326085
	806010703	
	806010706	
	806010707	
	806010711	
	806010714	
	806010715	
	806010718	
Monitor	M41	6309160937081
Coordinator	418	7003140522084
Supervisor	41801	8001240579086
Tutor	4180104	8401180930085
Learner	418010416	9401066361081
	418010402	7703170391082
	418010406	6106155933087
	418010401	
	418010404	
	418010407	
	418010408	
	418010411	
	418010412	
	418010417	

Tutor	4180108	7003140522084
Learner	418010803	

		418010804	
		418010805	
		418010808	
		418010810	
		418010814	
Monitor	M43		6910210326082
Coordinator		430	7009230412086
Supervisor		43016	8112200304082
Tutor		4301604	9708186042080
Learner		430160401	
		430160402	
		430160403	
		430160404	
		430160405	
		430160406	
		430160407	
		430160408	
		430160409	
		430160410	
		430160411	
		430160412	
		430160413	
		430160414	
		430160415	
		430160418	
Monitor	M48		7208205372081
Coordinator		419	6806095545087
Suoervisor		41902	8309171337089
Tutor		4190208	9703300920089
Learner		419020806	8503265432083
		419020804	8303015615081
		419020805	8006071079080
		419020801	7805281096086
		419020815	6201200494084
		419020810	5401012905084
		419020807	4801290599080
		419020812	4602260387088
		419020816	3409020238085
		419020808	3401230176080
		419020814	2807285130080
		419020809	2504150146081
		419020802	
Monitor	No Monitor		
Coordinator		604	8109190324088
Suoervisor		60409	5904235192083
Tutor		6040902	6608220126084
Learner		604090201	9207205199088
		604090208	8806290180084
		604090204	8706010075087
		604090209	8506040133082
		604090206	7812040088081
		604090203	

604090205	
604090207	
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