



**AUDITOR - GENERAL
SOUTH AFRICA**

Dr M Ramarumo
CEO
Kha Ri Gude
National department of Basic Education

19 November 2012

Reference: Request no 01 of 2012

Dear Dr Ramarumo

Request for information for the transversal performance audit on certain initiatives at the Department of Basic Education: Kha Ri Gude.

To enable the audit team to perform the audit, as indicated above, you are kindly requested to provide the information detailed below within five working days of the receipt of this letter.

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.

The following information and/or documentation are requested:

No	Description	Responsible person	Date submitted	Management reason for non-submission of information
1	Guidelines, policies or legislative documents regulating the implementation of the Kha Ri Gude Initiative.			
2	The needs determination/study used to determine the 4.7 million illiterate adults to be educated at the required budget of R6.1billion through the Kha Ri Gude initiative. Budget allocations (cost per capita) for VE, supervisors, monitors and coordinators for the period 2008 – 2012 and briefly explain the methods used to determine the cost per capita.			
3	Signed Contract/Service level agreement/Memorandum of agreement between the department and all service providers appointed for the campaign.			
4	Staff establishment/structure for the KRG unit			

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	for the period 2008 – 2012 and vacancies for the respective years			
5	Minutes of all inter-ministerial committee/portfolio committee established for the Kha Ri Gude campaign for the period 2008 – 2012.			
6	Minutes of meetings held between KRG directorate and the service providers since the inception of the campaign in 2008 to 2012.			
7	Monthly progress reports compiled by service provider for the period 2008 – 2012			
8	Annual reports and expenditure reports relating to KRG for the period 2008 – 2012			
9	Ministerial review reports of reviews conducted during the period 2008 – 2012 on kha ri gude			
10	Audit evaluation report for the evaluation conducted on the KRG campaign during the period 2008 – 2012			
11	Provide the following documents relating to project management of the campaign by the service provider: • Project charter • Scope statement • Project plan/Gantt chart			
12	Database of the KRG campaign covering the period 2008 – 2012 containing the following information: • Number of learners • Number of VE, Supervisors, Monitors, Coordinators • Number of sites, location, provinces <i>(Note that a database for 2010 for VE, supervisors, monitors, coordinators was provided to auditors already)</i>			
13	Provide us with a list approved CSV files and auditors verification reports for each financial period (i.e. 2008, 2009, 2010, 2011 and 2012)			
14	Delivery schedules/reports for all the campaign materials delivered in the provinces			

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	for the periods 2008 to 2012.			

Yours sincerely



Janine Bergh
Audit Manager: Performance auditing

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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 [name of contact person] and confirm that [all information requested has been submitted/I will submit the remaining information on day/month/year/ 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 _____