



correctional services

Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Enquiries: LT Titi

Email: tshepo.titi@dcs.gov.za

Tel: 012 307 2058

Fax: 012 328 3338

INTERNAL MEMO

DATE:	01 AUGUST 2012	FILE NR:	3/5/1
TO:	DIRECTOR INFORMATION MANAGEMENT	FROM:	CHIEF FINANCIAL OFFICER

SUBJECT:	SUBMISSION OF EXPENDITURE REPORT FOR THE DEPARTMENT: 2010/11 AND 2011/12 FINANCIAL YEARS.
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The purpose of this memorandum is for the submission of expenditure report for the financial years 2010/11 and 2011/12 as requested by the Directorate Information Management.

The Branch: Finance has acknowledged receipt of the correspondence dated 11 July 2012, with the file reference no: 4/4/6/171.

Kindly find attached the detailed expenditure report for the financial years 2010/11 and 2011/12 (**Annexure A**) and the policy detailing the procedures and evidence(receipt) requirements in respect of expense claims by employees of the department.(**Annexure B**)

CHIEF FINANCIAL OFFICER

ES SOKHELA

DATE: 13/08/2012

NATIONAL DEPARTMENT OF CORRECTIONAL SERVICES

EXPENDITURE REPORT: FINANCIAL YEARS 2010/11 AND 2011/12

DEPARTMENTAL EXPENSES		
DETAILS	2010/11	2011/12 Preliminary Outcome
ITEM	R'000	R'000
Catering	9,540	18,789
Air Transport	12,423	24,367
Accommodation	29,289	69,286
Venues and Facilities	3,815	14,308
Outsourced Security Services	0	2,194
Acquisition of Motor Vehicles	602,489	21,779
Fleet Services	32,874	31,597
Leasing of Vehicles	0	0
Leasing of Office Space	712,121	808,595
Maintenance of Office Space	120,201	34,179
Companies contracted to provide drivers for departmental staff	0	0
Team Building exercises	0	0
Total	1,522,752	1,025,094

MINISTRY EXPENSES		
DETAILS	2010/11	2011/12 Preliminary Outcome
ITEM	R'000	R'000
Ministerial Air Travel	5,244	7,319
Ministerial Accommodation	2,584	1,908
Ministerial Security	0	0
Acquisition of Minister's vehicle	0	0
Maintenance of Ministerial Vehicles	0	0
Leasing of Ministerial Vehicles	763	889
Fuel costs of the Minister	717	529
Payment to any Company contracted to provide drivers for the Minister	0	0
Total	9,308	10,645