

Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 518

Pretoria, 4 August 2008
Augustus

No. 31306

CONTENTS • INHOUD*No.**Page
No. Gazette
No.***BOARD NOTICE**

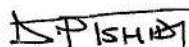
75	Pension Funds Act (24/1956): Report of the Independent Auditors of Pension Funds, other than retirement annuity funds, umbrella funds and preservation funds.....	3	31306
----	---	---	-------

BOARD NOTICE

BOARD NOTICE 75 OF 2008**NATIONAL TREASURY****PENSION FUNDS ACT, 1956 (ACT NO. 24 OF 1956)****SCHEDULE I**

**REPORT OF THE INDEPENDENT AUDITORS OF PENSION FUNDS, OTHER THAN
RETIREMENT ANNUITY FUNDS, UMBRELLA FUNDS AND PRESERVATION FUNDS**

I, Dube Phineas Tshidi, Registrar of Pension Funds hereby, under regulation 12(2) of the Regulations made under the Pension Funds Act (24 of 1956), prescribe the following audit report to replace the audit report currently contained in Schedule I of the prescribed financial statements set out in the relevant Annexures A to F in Board Notice 43 of 30 May 2006 with the relevant report.

**DP TSHIDI****Registrar of Pension Funds**

GENERAL

REPORT OF THE INDEPENDENT AUDITORS OF [NAME OF FUND] TO THE REGISTRAR OF PENSION FUNDS ON FACTUAL FINDINGS

Scope

We have performed the procedures agreed with you and enumerated below with respect to the accounting records of *[insert name of the fund]* for the *[insert period end]* as required by you in terms of section 15 of the Pension Funds Act of South Africa, (the Act). Our engagement was undertaken in accordance with the International Standard on Related Services (4400) Engagements to perform agreed-upon procedures regarding financial information. The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed is that of the Registrar of Pension Funds.

Procedures and Findings

Our procedures and the corresponding findings thereon are set out in the table below.

	Procedures	Findings
1	We selected a sample of the lesser of 25 or 10% of participating employers and for the following three months: <i>[month1]</i> , <i>[month2]</i> and <i>[insert final month of the period]</i> , performed the following procedures:	
1.1	We agreed, in total, the data received by the administrator to the cash received by the fund.	The data received by the administrator agreed/did not agree to the cash received by the fund. <i>[Provide details of exceptions]</i>
1.2	We inspected the bank statements, as appropriate, for the date on which the cash was received to determine whether the contributions were deposited with a registered bank in accordance with section 13A of the Act and whether late payment interest has been raised in terms of regulation 33, where applicable.	Contributions were/were not deposited with a registered bank in accordance with section 13A of the Act and late payment interest had/had not been raised in terms of regulation 33 where applicable. <i>[Provide details of exceptions]</i>
1.3	We inspected the accounting records of the fund to determine whether amounts disclosed as arrear contributions at period-end have been paid to the fund in accordance with the requirements of section 13A of the Act.	Amounts disclosed as arrear contributions at period-end have/have not been paid to the fund in accordance with the requirements of section 13A of the Act. <i>[Provide details of exceptions]</i>
2	We inspected the list of investments held by the fund for any investments prohibited in terms of section 19 (4) of the Act.	The fund holds/does not hold investments prohibited in terms of section 19(4) of the Act. <i>[Provide details of exceptions]</i> .
2.1	Where investments held in the participating employer exceeded 5%, we inspected the appropriate Financial Services Board approval.	The fund does/does not have the appropriate Financial Services Board approval. <i>[Provide details of exceptions]</i>
2.2	We obtained written confirmations of investment balances and agreed details of the confirmations received to the investment	The details of the confirmations received agreed/did not agree to the investment balances reflected in the general ledger. <i>[Provide details of exceptions]</i>

GENERAL

	Procedures	Findings
	balances reflected in the general ledger.	
3	We obtained the list of housing loans granted to members by the fund in terms of section 19(5) of the Act by the fund as at <i>[insert period end]</i> and performed the following procedures:	
3.1	We agreed the loans on the above list to the corresponding account in the general ledger.	The loans on the list agreed/did not agree to the corresponding account in the general ledger. <i>[Provide details of exceptions]</i> .
3.2	From the above list, we selected a sample of the lesser of 25 or 10% of housing loans. We determined whether the selected housing loans were granted in terms of the requirements of section 19(5) of the Act, in terms of the security provided and the interest rates applied to the loans.	The housing loans selected were/were not granted in terms of the requirements of section 19(5) of the Act, in terms of the security provided and the interest rates applied to the loans. <i>[Provide details of exceptions]</i>
3.3	If the fund issued more than 100 loans or the total principal debt of all outstanding loans exceeded R500 000, we determined whether the fund was registered as a credit provider under the National Credit Act, 2005 (the NCA) and whether an assurance report had been issued to the National Credit Regulator in terms of section 16(1)(b) of the NCA and regulations 67 and 68 to the NCA.	The fund was/was not registered as a credit provider under the NCA and an assurance report was/was not issued to the National Credit Regulator in terms of section 16(1)(b) of the NCA and regulations 67 and 68 to the NCA. <i>[Provide details of exceptions]</i>
4	We obtained the list of housing loan guarantees granted to members by the fund in terms of section 19(5) of the Act as at <i>[insert period end]</i> . We selected a sample of the lesser of 25 or 10% of housing guarantees from the list. For the sample selected, we compared the total for guarantees issued on behalf of the members to the total of member individual fund credits, to determine whether the total guarantees issued exceeded the total member individual fund credits allowed in terms of the Act and/or the rules of the fund.*	The total guarantees issued did/did not exceed the total member individual fund credits. <i>[Provide details of exceptions]</i>
5	We obtained a list of other loans as at <i>[insert period end]</i> and determined whether these loans were granted in terms of the requirements of section 19(5)B.	Other loans were/were not granted in terms of the requirements of section 19(5)B. <i>[Provide details of exceptions]</i>
6	We obtained written confirmation from the fund's insurer that fidelity insurance cover was in place throughout the period ended <i>[insert period end date of the fund]</i> .	Fidelity insurance cover was/was not in place throughout the period ended <i>[insert period end date of the fund]</i> . <i>[Provide details of exceptions]</i>

GENERAL

	Procedures	Findings
7	We obtained the list of section 14 transfers to and from the fund throughout the period ended <i>[insert period end date of the fund]</i> , selected a sample of the lesser of 25 or 10% transfers in and the lesser of 25 or 10% transfers out, and performed the following procedures:	
7.1	We agreed the section 14 transfers to and from the fund to the approved section 14 documentation received from the Financial Services Board in respect of each transfer.	The section 14 transfers to and from the fund agreed/did not agree to the approved section 14 documentation received from the Financial Services Board. <i>[Provide details of exceptions]</i>
7.2	We agreed the above list of section 14 transfers to the corresponding account in the general ledger.	The list of section 14 transfers agreed/did not agree to the corresponding account in the general ledger. <i>[Provide details of exceptions]</i>
7.3	We determined by inspection whether the transfers were received/paid within 60 days of approval and whether the growth and interest return had been allocated from date of receipt/payment.	The transfers were/were not received/paid within 60 days of approval and growth and investment returns were/were not allocated from date of receipt/payment. <i>[Provide details of exceptions]</i>
7.4	In respect of unitised funds, we selected a sample of the lesser of 25 or 10% of the members transferred and recalculated the purchase of units for the amount received using the unit price per the administration system on the date of receipt. (Where units were purchased after date of receipt investment return was included from the date of receipt to the date of purchase)	The conversion of transfers in was/was not correctly calculated and where units purchased after date of receipt investment return was/was not added from date of receipt to date of purchase. <i>[Provide details of exceptions]</i>
8	We obtained a list of accumulated member credits as reflected on the administrator's member register as at <i>[insert period end date of the fund]</i> and performed the following procedures:	
8.1	We agreed the closing balance on the list to the corresponding account in the annual financial statements as at <i>[insert period end date of the fund]</i> .	The closing balance on the list agreed/did not agree to the corresponding account in the annual financial statements as at <i>[insert period end date of the fund]</i> . <i>[Provide details of exceptions]</i>
8.2	We selected a sample of the lesser of 25 or 10% of the members from the list and performed the following procedures:	
8.2.1	We agreed the member and employer contributions received for the selected members per the administrator's system to information supplied by the participating	The member and employer contributions received for the selected member per the administrator's system agreed/did not agree to information supplied by the participating employers for the 3 months

GENERAL

	Procedures	Findings
	employers for a sample of 3 months.	selected. <i>[Provide details of exceptions]</i>
8.2.2	In respect of unitised investment products, we recalculated the conversion of the selected contributions at the unit price per the administration system on the dates that the contributions were invested and determined whether these units were correctly calculated and added to the existing units for the full period.	The conversion of contributions into units was/was not correctly calculated and was/was not correctly added to the members existing units. <i>[Provide details of exceptions]</i>
8.2.3	In respect of unitised investment products, we recalculated the conversion of units at the end of the period at the period end unit price and agreed the amount to the member's record on the member register.	The conversion of the units was/was not correctly calculated and agreed/did not agree to the amount on the member's record on the member register. <i>[Provide details of exceptions]</i>
8.2.4	In respect of unitised investment products, we agreed the period end unit price as authorised in terms of the rules of the fund to the unit prices on the administration system used to calculate the member credits.	The unit price did/did not agree to the unit prices on the administration system. <i>[Provide details of exceptions]</i>
8.2.5	In respect of non-unitised investment products, we agreed the return allocated to the member's fund credit on the administrator's records to the return approved in accordance with a resolution of the Board of Trustees or the rules of the fund	The return allocated to the member's fund credit on the administrator's records agreed/did not agree to the return approved in accordance with a trustees' resolution or the rules of the fund. <i>[Provide details of exceptions]</i>
8.3	We selected a sample of the lesser of 25 or 10% of members who switched between investment portfolios during the period and determined whether the portfolios were correctly switched and that the correct amount was switched in accordance with notification of the member's election. We inspected whether any fees deducted were approved by the Board of Trustees.	The portfolios were/were not correctly switched and the correct amount was/was not switched in accordance with notification of the member's election. Fees deducted were/were not approved by the Board of Trustees. <i>[Provide details of exceptions]</i>
8.4	If a surplus apportionment scheme was approved by the FSB in the current period, we selected a sample of the lesser of 25 or 10% from the surplus schedules and we agreed the allocation of the fund surplus of the scheme to the individual allocation in the member records per the administration system.	The allocation of the fund surplus of the scheme agreed/did not agree to the individual allocation in the member records per the administration system. <i>[Provide details of exceptions]</i>

GENERAL

	Procedures	Findings
8.5	For unitised investment products where member portfolios are backed by specific portfolios, we agreed the values of investments specified by the members investment choice to the members liabilities per product for that choice and inspected the accuracy of reconciling items.	The values of investments specified by the members investment choice agreed/did not agree to the members liabilities per product for that choice and reconciling items amounting to <i>[insert amount]</i> were/were not accurate. <i>[Provide details of exceptions]</i>
9	We inspected the most recent statutory valuation report to determine whether the fund was under-funded. For under-funded funds we determined whether a scheme, as required in terms of section 18 of Pension Fund Act in South Africa, has been implemented to remedy the shortfall.	In accordance with the valuation report, the fund was/was not under funded. A scheme has been/has not been implemented to remedy the short-fall. <i>[Provide details of exceptions]</i>
10	We obtained the analysis of the movements in the fund's reserve accounts from the financial statements and performed the following procedures:	
10.1	We agreed the opening balance to the prior period financial statements.	The opening balance agreed/did not agree to the prior period financial statements. <i>[Provide details of exceptions]</i>
10.2	We inspected the rules of the fund to determine whether the movements in the fund's reserve accounts were in terms of the rules of the fund and the Act.	The movements in fund's reserve accounts were/were not in terms of the rules of the fund. <i>[Provide details of exceptions]</i>
11	We obtained a list of lump sum benefits reflected as expenses in the fund's Statement of Changes in Net Assets and Funds and performed the following procedures:	
11.1	We agreed the list to the respective general ledger benefit expense accounts.	The list agreed/did not agree to the respective general ledger benefit expense accounts. <i>[Provide details of exceptions]</i>
11.2	We selected a sample of the lesser of 25 benefits or 10% of the total benefit expenses from the list and performed the following procedures:	
11.2.1	We agreed the claim to the applicable, authorised supporting documentation.	The claim agreed/did not agree to the applicable, authorised supporting documentation. <i>[Provide details of exceptions]</i>
11.2.2	For death benefits, where a portion of the	The recovery from the insurer was/was not received

GENERAL

	Procedures	Findings
	benefit was reinsured by the fund, we determined whether the recovery from the insurer was received by the fund.	by the fund; <i>[Provide details of exceptions]</i>
11.2.3	<p><i>[For a defined benefit fund]</i> We agreed that the calculation of the benefit payment to the requirements of the rules of the fund and/or the Act.</p> <p><i>[For a defined contribution fund]</i> We agreed the opening fund credit for the member to the opening fund credit report and determined whether contributions were added every month until the date of exit. <i>[either by R amount or in case of unitised funds, by units]</i> We agreed the balance paid out to member to the fund credit report or administration system as at the date of exit.</p>	<p><i>[For a defined benefit fund]</i> The calculation of the benefit payment agreed/did not agree to the requirements of the rules of the fund and/or the Act. <i>[Provide details of exceptions]</i>.</p> <p><i>[For a defined contribution fund]</i> The opening fund credit for the member agreed/did not agree to the opening fund credit report and the contributions were/were not added every month until the date of exit. We found that the balance paid out to member agreed/did not agree to the fund credit report or administration system as at date of exit. <i>[Provide details of exceptions]</i></p>
11.2.4	We inspected whether the payments agreed to relevant authorisation.	The payments agreed/did not agree to relevant authorisation. <i>[Provide details of exceptions]</i>
12	We obtained a copy of the listing of pensioners and performed the following procedures:	
12.1	We agreed the total pensions paid to the corresponding account in the general ledger.	The total pensions paid agreed/did not agree to the corresponding account in the general ledger. <i>[Provide details of exceptions]</i>
12.2	We selected a sample of the lesser of 25 or 10 % of pensions paid from the above list and performed the following procedures:	
12.2.1	We agreed the pensioner increases to authorisation by the Board of Trustees or other relevant supporting documentation.	The pensioner increases agreed/did not agree to authorisation by the Board of Trustees or other relevant supporting documentation. <i>[Provide details of exceptions]</i>
12.2.2	We inspected evidence supporting the fact that the pensioners selected were still alive.	The evidence indicated that the pensioners selected were/were not alive. <i>[Provide details of exceptions]</i>
13	Where the fund has reinsured its pensioners with an insurer, we obtained a written confirmation of the pensions paid from the insurer including asset and liability balances and agreed this to the fund's general ledger pension expense, asset and liability accounts.	The written confirmation of the pensions paid, including asset and liability balances, agreed/did not agree to the fund's general ledger pension expense, asset and liability accounts. <i>[Provide details of exceptions]</i>

As the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing or International Standards on Review Engagements, we do not express any assurance on the procedures performed. Had we performed additional procedures or had

GENERAL

we performed an audit or review of the relevant information, other matters might have come to our attention that would have been reported to you.

Our report is solely for regulatory purposes and may not be distributed to, or relied on, by parties other than the Registrar of Pension Funds.

Name

Registered Auditors

Address

Date

* Due care should be paid to any other existing lien/encumbrance on the loan.
