SECTION 15 - RETIREMENT ANNUITY FUNDS AND PRESERVATION FUNDS

SCHEDULE I

REPORT OF THE INDEPENDENT AUDITOR OF [NAME OF FUND] OF FACTUAL FINDINGS

TO THE BOARD OF FUND AND THE REGISTRAR OF PENSION FUNDS

We have performed the procedures agreed with the Registrar of Pension Funds (the "Registrar") and set out below with respect to the audited financial statements ("annual financial statements")¹ and other information in the general ledger and management information comprising the accounting records of the [name of fund] (the "Fund") for the [period/year] ended [insert period/year-end]. Our engagement was undertaken in accordance with the International Standard on Related Services (ISRS) 4400 Engagements to perform agreed-upon procedures regarding financial information. Our procedures were performed solely to assist the Registrar in evaluating whether any instances of non-compliance with the requirements of the relevant sections of the Pension Funds Act of South Africa (the Act), regulations and rules of the Fund were identified. The responsibility for determining the adequacy or otherwise of the procedures agreed to be performed, is that of the Registrar.

Procedures and findings

Our procedures performed are set out in the numbered paragraphs (not bold) in the attached table, which forms part of our report, together with our findings thereon. Unless otherwise indicated, all balances, lists, schedules etc. referred to in the table relate to the accounts/balances reflected in the annual financial statements of the Fund for the [period/year] ended [insert period/year-end].

Because the procedures do not constitute an audit, a review or other assurance engagement performed in accordance with the IAASB's International Standards we do not express any assurance. Had we performed additional procedures, or had we performed an audit, a review, or other assurance engagement, other matters might have come to our attention that would have been reported.

Restriction on use and distribution

Our report is solely for the purpose set out in the first paragraph of this report and for the information of the Registrar and accordingly may not be suitable for any other purpose and distributed to other parties. This report relates only to the information specified and does not extend to the annual financial statements of the Fund taken as a whole.

¹ As submitted by the administrator/fund to the Registrar of Pension Funds.

Auditor's Signature

Name of individual registered auditor

Registered Auditor

Date of auditor's report

Auditor's address

	Procedures	Findings
	Statement of Net Assets and Funds	
1	Investments	
1.1	We obtained written confirmation of investment balances and agreed details of the confirmations received to the investment balances reflected in the general ledger.	Written confirmations [were/were not] obtained and details [were/were not] agreed to the investment balances reflected in the general ledger. [Provide details of exceptions]
1.2	Inspect the list of investment balances reflected in the general ledger of the Fund as at [insert period/year-end date] for any investments in accordance with the terms of section 19(4) of the Act.	
1.2.1	Where investments held in the participating employer exceed 5% of the total assets as reflected in the financial statements, inspect the appropriate approval of the Registrar.	The Fund [had/did not have] the appropriate approval of the Registrar (or not applicable – either where such investments are not held, or where the holding did not exceed 5% of the total assets as reflected in the financial statements). [Provide details of exceptions]
1.3	Obtain the signed investment policy statement and, where applicable, the portfolio management agreement/investment mandate between the Fund and the investment administrator(s), and perform the following procedures:	
1.3.1	Inspect whether the underlying investments are in compliance with the signed investment policy statement and, where applicable, the portfolio management agreement/investment mandate.	The underlying investments [were/were not] in compliance with the signed investment policy statement and, where applicable, the portfolio management agreement/investment mandate. [Provide details of exceptions]
1.4	Inspect whether the investment mandate and the investment policy statement provide for securities lending transactions and investments in hedge funds, private equity funds and derivatives, as prescribed	The investment mandate and the investment policy statement [did/did not] provide for securities lending transactions and investments in hedge funds, private equity funds and derivatives, as prescribed. [Provide details of exceptions]

	Procedures	Findings
1.4.1	For segregated portfolios, confirm directly with the investment administrator(s): (a) whether scrip lending took place during the [period/year] and, if so, (b) whether there was collateral provided by the counterparty/(ies) for any scrip lending activities and, if so, (c) the percentage exposure covered by the collateral. Report on the amount for (a).	The direct confirmations received from the investment administrator(s) indicated that: (a) scrip lending [took/did not take] place during the [period/year]. Scrip lending amounted to [Rxxx] as at [insert period/year-end date], and (b) collateral [was/was not] provided by the counterparty/(ies) for any scrip lending activities; and (c) collateral provided covered [xx%] of the exposure. [Provide details of exceptions]
2	Member individual accounts	
2.1	Obtain a list of member individual accounts as reflected on the audited Statement of Net Assets and Funds as at [insert period/year-end date].	
2.2	Select a random sample of the lesser of 50 or 10% of the number of members from the list of members and perform the following procedures:	
2.2.1	In respect of unitised investment products, calculate the conversion of the contributions [for preservation funds, that the lump sum received] at the unit price per the administration system on the dates that the contributions were invested and compare the units recalculated to the administration system units for the selected members. Inspect that the units were added to the existing units for that member.	The conversion of contributions into units [was/was not] calculated correctly and [agreed/did not agree] to the units on the administration system. The units [were/were not] added to the existing units for that member. [Provide details of exceptions]
2.2.2	In respect of unitised investment products, calculate the conversion of units at the end of the [period/year], at the [period/year-end date] unit price per the administration system and agree the calculated amount to the member's fund credit amount recorded in each member's record.	The conversion of the units [was/was not] calculated correctly and [agreed/did not agree] to the amount recorded in each member's record on the member register. [Provide details of exceptions]
2.2.3	In respect of unitised investment products, compare the unit price(s) as per investment manager/actuary at the [period/year-end date] to the unit prices on the administration system used to calculate each member's credits at [period/year-end date].	The unit price(s) [agreed/did not agree] to the unit prices on the administration system at [insert period/year-end date]. [Provide details of exceptions]

	Procedures	Findings
2.2.4	In respect of non-unitised investment products, compare the interim and/or final return allocated to each individual member's account in the administrator's records for the [period/year] under review to the return approved in accordance with a resolution of the Board of Fund or the rules of the Fund or approved recommendation by the investment consultant/asset manager/fund valuator or the return allocated to the member policy by the insurer.	The interim and/or final return allocated to each individual member's account in the administrator's records [agreed/did not agree] to the return approved in accordance with a resolution of the Board of Fund or the rules of the Fund or approved recommendation by the investment consultant/asset manager/fund valuator. [Provide details of exceptions]
2.3	Obtain a list of members who switched investment portfolios during the [period/year] from the Fund/administrator, select a random sample of the lesser of 50 or 10% of members who switched between investment portfolios during the [period/year], and perform the following procedures:	
2.3.1	Inspect evidence that the portfolios were switched in accordance with notification of the member's instruction/ investment strategy of the Fund and within a timeframe as specified in the service level agreement or client mandate between the administrator and the Fund.	The portfolios [were/were not] switched in accordance with notification of the member's instruction/investment strategy of the Fund and [were/were not] switched within a timeframe as specified in the service level agreement or client mandate between the administrator and the Fund. [Provide details of exceptions]
2.3.2	Inquire as to whether any fees relating to switches were deducted, and if so, inspect evidence of the approval by the Board of Fund and/or in terms of a service level agreement or client mandate or member policy.	Fees deducted [were/were not] approved by the Board of Fund and [were/were not] agreed to authorised supporting documentation by the Board of Fund. [Provide details of exceptions]
2.4	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 members investment choice [agreed/did not agree] to the members' liabilities per product for that choice and the reconciling items amounting to (insert amount) [were/were not] accurate. [Provide details of exceptions]
2.5	Inspect whether the total mismatch (in units/Rand) for all portfolios was within the range as prescribed by the Registrar.	The total mismatch for all portfolios [was/was not] within the range as prescribed. [Provide details of exceptions]

	Procedures	Findings
2.6	Compare the member individual accounts on the ALM reconciliation per investment portfolio to the administration system and to the total member individual accounts as disclosed in the Statement of Net Assets and Funds.	The member individual accounts on the ALM reconciliation per investment portfolio [agreed/did not agree] to the administration system and to the total member individual accounts as disclosed in the Statement of Net Assets and Funds. [Provide details of exceptions]
3	Surplus apportionment scheme	
3.1	If a surplus apportionment scheme was approved by the Registrar in the current [period/year] or if allocation and/or payments to members were made during the [period/year], perform the following procedures:	
3.1.1	Active members: Select a random sample of the lesser of 50 or 10% of number of active members to whom surplus has been apportioned in the approved surplus apportionment scheme and perform the following procedures:	
3.1.1.1	Agree the original surplus amount allocated to the selected member to the individual allocation on the member records per the administration system.	The original surplus amount allocated to the selected member [agreed/did not agree] to the individual allocation on the member records per the administration system. [Provide details of exceptions]
3.1.1.2	Inspect whether the calculation of the relevant investment return from surplus apportionment date to date of allocation was in accordance with the requirements of the Act and allocated to the member records in the administration system.	The calculation of the relevant investment return from surplus apportionment date to date of allocation [was/was not] in accordance with the requirements of the Act and [was/was not] allocated to the member records in the administration system. [Provide details of exceptions]
3.1.2	Former members and pensioners: Select a random sample of the lesser of 50 or 10% of number of former members and pensioners as defined by the surplus apportionment scheme from the surplus schedules attached to the approved surplus apportionment scheme and perform the following procedures:	

	Procedures	Findings
3.1.2.1	Agree the original surplus amount allocated to the selected member and/or pensioner to the individual allocation on the member records per the administration system.	The original surplus amount allocated to the selected member and/or pensioner [agreed/did not agree] to the individual allocation on the member records per the administration system. [Provide details of exceptions]
3.1.2.2	Inspect whether the calculation of the relevant investment return from surplus apportionment date to date of allocation was in accordance with the requirements of the Pension Funds Act and allocated to the member records in the administration system.	The calculation of the relevant investment return from surplus apportionment date to date of allocation [was/was not] in accordance with the requirements of the Pension Funds Act and [was/was not] allocated to the member records in the administration system. [Provide details of exceptions]
3.1.2.3	Agree the total of the amount calculated in 4.1.2.1 and 4.1.2.2 to the surplus benefit paid per selected member and to the applicable amount per the administration system and other authorised supporting documentation.	The total amount calculated in 4.1.2.1 and 4.1.2.2 [agreed/did not agree] to the surplus benefit paid per selected member and to the applicable amount per the administration system and other authorised supporting documentation. [Provide details of exceptions]
4	Member and sponsor surplus accounts	
4.1	Obtain the analysis of the transactions in the member and/or sponsor surplus account per the annual financial statements, and perform the following procedure:	
4.1.1	Inspect that the transactions are permitted in terms of the registered rules of the Fund and the Act.	The transactions [were/were not] made in terms of the registered rules of the Fund and the Act. [Provide details of exceptions]
5	Reserves	
5.1	Obtain the list of reserves and other related accounts (e.g. pensioner accounts) and the movements per the financial statements and/or in the actuarial valuation, and perform the following procedures:	
5.1.1	Inspect whether the reserve and other related accounts (e.g. pensioner accounts) held by the Fund and/or reflected in the actuarial valuation are in accordance with the registered rules of the Fund.	The reserve and other accounts (e.g. pensioner accounts) held by the Fund and/or reflected in the actuarial valuation [were/were not] in accordance with the registered rules of the Fund. [Provide details of exceptions]

	Procedures	Findings
5.1.2	Inspect that the movements in reserves as disclosed in the annual financial statements are permitted in terms of the registered rules of the Fund and/or the Act.	Large funds reads: The movements in reserves as disclosed in the annual financial statements [were/were not] permitted in terms of the registered rules of the Fund and/or the Act. [Provide details of exceptions]
6	Other assets, liabilities and guarantees	
6.1	Obtain the list of housing loans granted to members by the Fund in terms of section 19(5) of the Act as at [insert period/year-end date], and perform the following procedure:	
6.1.1	Agree the total loans on the above list to the corresponding account in the annual financial statements.	The total loans on the list [agreed/did not agree] to the corresponding account in the annual financial statements. [Provide details of exceptions]
6.2	From the list in 7.1, randomly select a sample of the lesser of 50 or 10% of the number of members' housing loans granted and perform the following procedures:	
6.2.1	Inspect evidence that the value of the loan provided does not exceed the amount permitted by the rules and the home loan agreement.	The value of the loan provided [exceeded/did not exceed] the amount permitted by the rules and the home loan agreement. [Provide details of exceptions]
6.2.2	Inspect evidence that the loan has been granted in terms of Section 19(5) (a) of the Act.	The loan [had/had not] been granted in terms of Section 19(5) (a) of the Act. [Provide details of exceptions]
6.2.3	Inspect evidence that repayments are being made in accordance with the loan agreement.	Repayments [were/were not] made against the loan and [were/were not] made in accordance with the loan agreement. [Provide details of exceptions]
6.2.4	Inspect the interest charged on the outstanding loan and compare the rate used to the prescribed rate.	The interest rate [agreed/did not agree] to the prescribed rate. [Provide details of exceptions]
6.2.5	If the Fund issued more than 100 loans or the total principal debt of all outstanding loans exceeded R500 000, inquire whether the Fund was registered as a credit provider under the National Credit Act, 2005 (the NCA).	The Fund [was/was not] registered as a credit provider under the NCA. [Provide details of exceptions]

	Procedures	Findings
6.3	Obtain the list of housing loan guarantees and select a sample of the lesser of 50 or 10% of the number of housing loan guarantees and perform the following procedures:	
6.3.1	For the sample selected, determine that each selected guarantee did not exceed the value of the benefit that the member would become entitled to had they withdrawn, as at the [period/year] end, in terms of the Act, the loan agreement and/or the rules of the Fund.	Each selected guarantee [did not/did] exceed the value of the benefit that the member would become entitled to had they withdrawn, as at the end of the period, in terms of the Act, the loan agreement and/or the rules of the Fund. [Provide details of exceptions]
6.3.2	Inspect evidence that the guarantee has been granted in terms of Section 19(5)(a) of the Act.	The guarantee [had/had not] been granted in terms of Section 19(5) (a) of the Act. [Provide details of exceptions]
6.4	Obtain a list of other loans per the general ledger of the Fund as at [insert period/year-end date] and perform the following procedure:	
6.4.1	Confirm that no loans were granted and/or investments made as prohibited in terms of section 19(5)B of the Act.	Loans [were/were not] granted and/or investments [were/were not] made as prohibited in terms of section 19(5) B of the Act. [Provide details of exceptions]
	Statement of Changes in Net Assets and Funds	
7	Contributions – Not applicable for Preservation Funds	
7.1	Select a sample of the lesser of 50 or 10% of the number of contributing members from a list of contributing members supplied by the Fund/administrator and perform the following procedures:	
7.1.1	Inspect the application form and determine whether a valid policy/new entrant certificate was issued.	A valid policy/new entrant certificate [was/was not] issued. [Provide details of exceptions]
7.1.2	Inspect whether the contributions per the policy/application form were received by the fund and inspect the member records to determine whether they were updated accurately.	The contributions per the policy/application form [were/were not] received by the fund and the member records [were/were not] updated accurately. [Provide details of exceptions]

	Procedures	Findings
7.1.3	Inspect whether the investment choices that the member made in terms of the policy contract were complied with.	The investment choices that the member made [were/were not] complied with. [Provide details of exceptions]
8	Benefits	
8.1	Obtain a list from the administration system of lump sum benefits reflected as expenses in the Fund's Statement of Changes in Net Assets and Funds for the year under review and perform the following procedure:	
8.1.1	Compare the list to the respective general ledger benefit expense accounts reconciliation.	The list [agreed/did not agree] to the respective general ledger benefit expense accounts reconciliation. [Provide details of exceptions and/or unexplained reconciling items]
8.2	Select a sample of the lesser of 50 benefits or 10% of the total number of benefits from the list and perform the following procedures:	
8.2.1	Compare the benefit per selected member to the administration system and authorised supporting documentation in accordance with the procedures of the Fund.	The benefit paid [agreed/did not agree] to the administration system and authorised supporting documentation in accordance with the procedures of the Fund. [Provide details of exceptions]
8.2.1	For death benefits, where a portion of the benefit had been reinsured by the Fund, inspect a bank deposit or an accrual raised for the recovery from the insurer.	The recovery from the insurer [was/was not] received/accrued by the Fund. [Provide details of exceptions]
8.3	Obtain a list of all benefits not yet paid at [period/year-end date], select a sample of the lesser of 50 benefits or 10% of the total number of benefits from the list and perform the following procedures:	
8.3.1	Agree whether the benefits that are not older than the period as set out in the Act or a shorter period defined by the rules are classified as unpaid.	The benefits that were not older than the period as set out in the Act [were/were not] classified as unpaid. [Provide details of exceptions]

	Procedures	Findings
8.3.2	For preservation funds: For withdrawals from member accounts prior to retirement age included in the sample: Inspect whether the withdrawal was made in terms of the restrictions on withdrawals as set out in the Income Tax Act and that the member record was updated for the reduction in service, the reduction in benefit and appropriately flagged as having received the one withdrawal.	For withdrawals from member accounts prior to retirement age the requirements of the Income Tax Act [were/were not] complied with and the member records [were/were not] updated. [Provide details of exceptions]
9	Transfers	
9.1	Compare the list of total section 14 transfers to and from the Fund to the corresponding accounts in the general ledger.	The list of total section 14 transfers to and from the Fund [agreed/did not agree] to the corresponding account in the general ledger. [Provide details of exceptions]
9.2	Obtain the list of section 14 transfers paid/received and accrued to and from the Fund throughout the [period/year] and select a sample of the lesser of 50 or 10% of the number of transfers in and the lesser of 50 or 10% of the number of transfers out, and perform the following procedures:	
9.2.1	Agree the section 14 transfers to and from the Fund to: a) the section 14(1) documentation as approved by the Registrar in respect of each transfer; and/or b) the section 14(8) documentation as prescribed.	The section 14 transfers to and from the Fund [agreed/did not agree] to: a) the section 14(1) documentation as approved by the Registrar in respect of each transfer; and/or b) the section 14(8) documentation as prescribed. [Provide details of exceptions]
9.2.2	Inspect whether the transfers to and from the Fund were received/paid within 60 days of Registrar approval for S14(1) transfers and 180 days from application date for s14(8) transfers and whether the growth and investment return had been allocated from the effective date of the transfer to the date of final settlement.	The transfers to and from the Fund [were/were not] received/paid within 60 days of Registrar's approval for S14(1) transfers/180 days for S14(8) transfers and growth and investment return [was/was not] allocated from the effective date of transfer to the date of final settlement. [Provide details of exceptions]

	Procedures	Findings
9.2.3	In respect of unitised funds, select a sample of the lesser of 50 or 10% of the number of members transferred from other funds and recalculate 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 added from the date of receipt to the date of purchase).	The conversion of transfers from other funds [was/was not] correctly calculated and, where units were purchased after date of receipt, investment return [was/was not] added from the date of receipt to the date of purchase. [Provide details of exceptions]
9.3	Individual transfers in and out/ translocation benefits Obtain the list of individual transfers in and out throughout the [period/year] ended on [insert period/year-end date], select a sample of the lesser of 50 or 10% of the number of individual transfers in, and perform the following procedures:	
9.3.1	Agree the transfers in and out to the approved recognition of transfer documentation.	The transfers in [agreed/did not agree] to the approved recognition of transfer documentation. [Provide details of exceptions]
9.3.2	In respect of unitised funds, recalculate 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 added from the date of receipt to the date of purchase).	The conversion of transfers from other funds [was/was not] correctly calculated and, where units were purchased after date of receipt, investment return [was/was not] added from the date of receipt to the date of purchase. [Provide details of exceptions]
10	Pensioners paid [Does not apply to Preservation Funds]	
10.1	Obtain a copy of the list of pensioners and amounts paid for the [period/year] from the administration system and/or, for outsourced pensioners, confirmation from the insurer and perform the following procedure:	
10.1.1	Agree the total pensions paid for the [period/year] ended [insert period/year-end date] to the corresponding account reconciliation to the general ledger balance.	The total pensions paid [agreed/did not agree] to the corresponding account reconciliation to the general ledger balance for the [period/year] ended on [insert period/year-end date]]. [Provide details of exceptions and / or unexplained reconciling items]
10.2	Select a sample of the lesser of 50 or 10 % of the number of pensioners from the above list and perform the following procedures:	

	Procedures	Findings
10.2.1	Inspect the pensioner increases for authorisation by the Board of Fund or as authorised by the insurer on the administration system for member fund policies.	The pensioner increases [were/were not] authorised by the Board of Fund. [Provide details of exceptions]
10.2.2	Inspect evidence obtained by the administrator/Fund supporting the fact that the pensioners selected exist.	The evidence indicated that the pensioners selected [existed/did not exist]. [Provide details of exceptions]
10.3	Where the Fund has purchased an annuity in the name of the Fund, obtain a written confirmation from the annuity provider summarising movements from opening market value to closing market value and perform the following procedures:	
10.3.1	Agree the closing market value of the annuity to the annual financial statements.	The closing market value of the annuity [agreed/did not agree] to the annual financial statements. [Provide details of exceptions]
10.3.2	Agree the pensioner payment per the confirmation from the insurer to the pensions paid as disclosed in the notes to the annual financial statements.	The pensioner payment per the confirmation from the insurer [agreed/did not agree] to the pensions paid as disclosed in the notes to the annual financial statements. [Provide details of exceptions]
11	General	
11.1	Inspect evidence that the Fund's fidelity insurance cover was in place throughout the [period/year] ended on [insert period/year-end date], that the Fund's fidelity insurance cover extends after [period/year-end date] and report the date to which the subsequent fidelity insurance cover extends.	The Fund's fidelity insurance cover [was/was not] in place throughout the [period/year] ended on [insert period/year-end date], the Fund's fidelity insurance cover [extended/did not extend] after [period/year-end date]. The subsequent fidelity insurance cover extended to [date]. [Provide details of exceptions]
11.2	Confirm with the Fund's GLA insurer whether the GLA policy has lapsed at [year/period] ended [insert period/year end].	Per inspection of the confirmation, the GLA policy [has/has not] lapsed at [year/period] ended [insert period/year end]. [Provide details of exceptions]
11.3	Obtain the most recent statutory valuation report accepted by the Registrar dated [last valuation date of the Fund] and perform the following procedures:	

	Procedures	Findings
11.3.1	Report the funding status of the Fund per the report (whether the Fund was underfunded or fully funded).	The Fund was [under-funded/fully funded].
11.3.2	Where the Fund is under-funded, obtain evidence as to whether a scheme, as required in terms of section 18 of the Act in South Africa, has been approved by the Registrar.	A scheme, as required in terms of section 18 of the Act in South Africa, [had/had not] been approved by the Registrar. [Provide details of exceptions]