



## SOUTH AFRICAN HERITAGE RESOURCES AGENCY

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### FORMAT FOR MONTHLY REPORT

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#### 1. PURPOSE

The purpose of writing monthly reports is to provide an overview of the activities of each staff member on a monthly basis. It is an important tool that can assist with the on-going management of staff members' performance, as well as the provision of information needed for other organization processes, such as the compilation of the Annual Report.

#### 2. FORMAT

Monthly reports should be compiled under specific headings (where applicable) and in a specific order.

? *Tip: When writing your monthly report, refer to the headings in this procedure one after the other and asked yourself what you have done in terms of each topic. If appropriate consider creating sub-headings. Also consult your diary and make notes regularly about matters that you want to report on in the monthly report.*

As the nature of the activities of the Heritage Resource Management Branch, and the support functions, such as Corporate Affairs and Finance differ greatly different headings are provided to cater for these differences.

#### 3. PROCEDURE

- 3.1 The monthly report should be written immediately after each month end.
- 3.2 It should be submitted not later than the middle of the following month to the staff member's supervisor.

- 3.3 Copies of the monthly reports should be made available to Registry for later retrieval and writing of the Annual Report. Copies should also be provided to Human Resources for placement on each staff member's personal file for use during performance appraisals. Provincial Offices should ensure that copies of the monthly report be placed on the Daily File to be forwarded to Head Office.

## **4. CONTENT – SUPPORT FUNCTIONS**

### **4.1 Introduction**

Short review/summary of what's been done during the month in terms of challenges faced and operational objectives achieved.

### **4.2 Meetings/workshops/courses attended**

- 4.2.1 Internal meetings, workshops, etc.
- 4.2.2 External meetings, workshops, courses, etc.

### **4.3 Visits to Provincial Offices**

- 4.3.1 Name of Office
- 4.3.2 Date of visit
- 4.3.3 Purpose of visit
- 4.3.4 Provincial staff members and other stakeholders met
- 4.3.5 Outcome of visit

### **4.4 Routine Activities (pertaining to specific job function), e.g.**

#### **4.4.1 Registry:**

- enquiries addressed and problems solved
- receipt and dispatch of mail and other documents
- photocopying and binding
- filing of documents
- allocation of file numbers
- opening and closure of files
- stock taking

#### **4.4.2 Library**

- number of books purchased, catalogued, indexed, bar coded and shelved
- number of loans processed
- enquiries addressed

#### **4.4.3 Reception, Bookings and Catering**

- telephone calls received
- visitors received
- number of travel arrangements

- number of catering arrangements

#### 4.4.4 Building Maintenance, Security and Driving Service

- procurements of services and equipment
- maintenance of facilities and equipment
- number of driving trips

#### 4.4.5 Information Technology

- maintenance of network
- desktop and call centre support
- procurement of IT equipment
- liaison with service providers

#### 4.4.6 Human Resources

- leave days processed
- employee contracts compiled
- job interviews arranged
- number of job interviews attended
- actions taken pertaining to disciplinary hearings, grievance and conflict issues
- actions taken pertaining to staff safety
- actions taken regarding staff benefits
- processing of applications for bursaries

#### 4.4.7 Finance

- monthly cost reports (budget versus actual)
- monthly salary reconciliation
- monthly bank reconciliation
- petty cash reconciliation
- maintenance of asset register
  - general ledger printout
  - acquisition schedule
- DAC and Lotto projects (in form of expenditure report)
- compiling quarterly performance reports for DAC
- compiling annual ENE reports for National Treasury
- quarterly report on investment of funds

#### 4.4.8 Council and Exco Meetings

- arrangement of meetings (venue, accommodation and transport)
- compiling and distributing agendas
- writing of minutes
- compile and distribute implementation lists
- follow-up implementation on request

### **4.5 Training and communication interventions**

- 4.5.1 Development of policies and procedures
- 4.5.2 Workshopping/communication of policies and procedures
- 4.5.3 Development of internal training manuals
- 4.5.4 Internal training courses developed and presented to staff members
- 4.5.5 External training courses identified and arranged
- 4.5.6 Intranet and web site activities
- 4.5.7 Learnership programmes
- 4.5.8 HIV programmes

**4.6 Development/Installation of new Plans and Systems, e.g.**

- 4.6.1 Installation and implementation of new electronic systems, e.g. VIP models, Accpac, etc. pertaining to Finance and Human Resources
- 4.6.2 Development and implementation of Employment Equity Plan
- 4.6.3 Development and implementation of Business Continuity Plan
- 4.6.4 Development and implementation of Remuneration System
- 4.6.5 Development and implementation of Performance Management System

**4.7 Other Special Events, e.g.**

- 4.7.1 Internal Audits
- 4.7.2 External Audits

**4.8 Management of Unit**

- 4.8.1 Development of Work Programme
- 4.8.2 Recruitment, appointment and resignations
- 4.8.3 Management of Performance, including supervision, training, coaching and appraisal
- 4.8.4 Budgeting for resources
- 4.8.5 Procurement of services and equipment
- 4.8.6 Control over expenses and resources
- 4.8.7 Administrative functions

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