

# Vision

To be an institute which preserves and reflects the cultural history and natural heritage of all the inhabitants of the Dr. Beyers Naudé municipal area.

# Mission

We collect, conserve, research and display the rich, cultural history and heritage of the area in which the museum is situated for the education, recreation and the upliftment of the community and visitors whom we serve.

# Contact

## Details:

Graaff-Reinet Museum  
P O Box 104 / 1 Murray Street  
GRAAFF-REINET  
6280

Tel: 049 8923801 / 049 8925650

Fax: 049 8925650

Email: [graaffreinetmuseum@intekom.co.za](mailto:graaffreinetmuseum@intekom.co.za)

[www.graaffreinetmuseums.co.za](http://www.graaffreinetmuseums.co.za)



# **TABLE OF CONTENTS**

<b>1. Vision and Mission</b>	<b>2</b>
<b>2. Board of Trustee Members</b>	<b>3</b>
<b>3. Staff Members</b>	<b>4</b>
• Government Employees	
• Board of Trustee Employees	
• Relief Staff	
<b>4. Annual report of the Chairman of The Board</b>	<b>5</b>
<b>5. Annual Report of The Head of The Museum</b>	<b>10</b>
• Finansies	
• Line Function	
• Administrasie	
• Facility Management	
• Dankies / Thank You's	
<b>6. Visitor Statistics: April 2020 - March 2021</b>	<b>32</b>
<b>7. Financial Statements 2020/21</b>	

# BOARD OF TRUSTEES:

1. Mr P Whitlock  
(Chair) - Premier's Representative  
(Since February 2019)
2. Mrs P Wallis  
(Vice Chair) - Premier's Representative  
(Since February 2019)
3. Miss T Majoka - Premier's Representative
4. Mrs E Buisman - Premier's Representative
5. Dr A Malherbe - Premier's Representative
6. Mr A Gradwell - Premier's Representative
7. Cllr J Williams - Premier's Representative
8. Mr B Hough - Subscribers' Representative  
(Elected June 2019)
9. Ms L King - Subscribers' Representative  
(Elected June 2019)
10. Cllr A Mboneni - District Municipality
11. Mr Z Sakata - DSRAC Representative
12. Mrs A F Kayster - *Ex Officio*

# STAFF MEMBERS:

## GOVERNMENT OFFICIALS:

Mrs A F Kayster	-	Principal Museum Human Scientist
Miss Denise van Wyk	-	Chief Auxiliary Service Officer
Mr B Ngandi	-	Administrative Assistant
Miss Sinethemba Citwa	-	Transferred in 2020
Vacant	-	Auxiliary Service Officer
Miss X P Blouw	-	General Assistant
Mr J van Rhyners	-	General Assistant
Miss K Booysen	-	General Assistant
Mr J Pylman	-	General Assistant
Mr Z Isaks	-	General Assistant

## BOARD OF TRUSTEE EMPLOYEES:

Mr W Simmons	-	General Assistant
Mr J Wagenaar	-	General Assistant

## RELIEF STAFF:

Mr B Le Potha  
Mrs S Visagie

# ANNUAL REPORT OF THE CHAIRMAN OF THE BOARD – 2020/2021



The introductory paragraph of the chairman's report of the last fiscal year bemoaned the fact that the year was memorable mostly for all the wrong reasons. This comment was, however made little knowing to what extent the full impact of the Covid-19 pandemic and the accompanying infection control measures would ultimately spill over into the fiscal year 2020-2021 currently under review. Although one can with ample reason probably adopt much the same negative stance relating to the general perception of the year, this can be tempered by much that is positive from the same period.

Indeed the fact that we have weathered the storm and entered a period of relative normalcy in a generally sound condition and with important positive mileposts to our credit is a massive blessing and cause for immense gratitude!

This report will therefore attempt to concentrate on the positives although it goes without saying that the period brought forward many hardships both personally for all invested in the operation and well-being of the Museum and institutionally. The fact that the Museum was completely closed for many months, and closed to the public for even longer, impacted on the staff, the operations of the Board and the future viability of the institution. The fact that

actual Covid-19 infections were experienced by some and numerous Covid-19 scares interrupted the general period of underlying unease further aggravated the generally pervasive depressed atmosphere.

The themes of the annual reports of the last number of years have been underscored by the value of individual contributions, the importance of the team, the merits of cooperation and the immense worth of building networks and understandings through and honest communication and the maintenance of high ethical standards. I believe these factors stood us in good stead when the Covid die was cast and that we were in turn blessed with a helping hand of assistance when desperation stakes were at their highest and also new growth in previously unexplored areas.

So it is that I can report that while we, owing to a drastic reduction in income, had exhausted all our cash reserves and could no longer honour our monthly overhead expenses, and all potential sources of relief funding had failed owing to impossible bureaucratic demands, and we were confronted with the looming certainty of closure, that we were thrown an extraordinary lifeline by *The Rupert Historic Homes Foundation*. This carried us through the lean period of lockdown and even allowed us the luxury of special projects. The closed museum doors belied the fact that feverish work was taking place behind the scenes to secure both the immediate future of the institution and to explore new avenues of endeavour. It is therefore appropriate that I acknowledge with heartfelt appreciation Mrs Anziske Kaysters' role in ensuring the underlying stability of the Museum under extremely stressful conditions, the fidelity of the staff notwithstanding personal tribulation and the moral support and fortitude of the Board when everything appeared to be lost. Underlying this all is the debt of immense gratitude we owe *The Rupert Historic Homes Foundation* for the generous manner in which they provided a hand to steady our floundering institution and resurrect our flagging hopes.

When it comes to Special Projects and new avenues of endeavour, Prof. Johannes Haarhoff is due a special accolade for his dedication to the Museum and his unfaltering diligence on our behalf. It is owing to his hard work, much of it done during the time of lockdown, that the Museum has entered the realm

of formal publication, in a particularly significant way, for the first time. Although the book *The Construction of the Van Ryneveld's Pass dam – Graaff-Reinet An annotated selection of historical photographs* ultimately only saw the light of day in the current fiscal year it is well worth mentioning in the context of this report as ostensibly being the product of the 2021 fiscal year. I have no doubt that many of you have seen the book and I hope that most have in fact purchased a copy. If you have not I would urge you to do so that you may too share in the pride that we have in this first excursion into the field of publishing. I am convinced that it will not be the last now that this new door has been opened to us.

It is also most heartening that we were in a position, despite the restrictive Covid-19 regulations, to officially open the FISA exhibition at the Old Library on the 20<sup>th</sup> of March 2021. Although this project has been in planning for a number of years it is a feather in the caps of all concerned that the final planning and execution could be concluded so soon after the lifting of the most restrictive infection control measures. The fact that this prestigious exhibition has been mounted at our Museum once again attests to the confidence that the general public and authoritative bodies such as FISA have in the institution. The success of projects of this nature further bolsters our standing in museum and heritage circles which augurs well for growth and representivity in the future.

We are indeed living in challenging times but have thankfully overcome the obstacles of the 2021 fiscal year with a degree of flourish. We have also learnt with great jubilation and gratitude, after countless years of petitioning and dialogue that the Department of Sport Recreation Arts and Culture will increase our annual subsidy by more than 100% as from the 2022 financial year. Our past victories and promised improved fortunes should however not be cause for complacency but provide greater optimism and fortitude for the challenges to come .

Thank You.

# ANNUAL REPORT OF THE HEAD OF THE MUSEUM 2020/2021



Dear Board Members, Friends of The Museum and Colleagues.

The year 2020 commenced like any other: we had our fair share of visitors, funds were almost depleted and we were, as has become the custom, putting plans in place to make ends meet until the subsidy was transferred.

When we were instructed to close our doors on 26 March 2020 in an attempt to safeguard ourselves against a worldwide pandemic, little did we know that what seemed like a short respite of 21 days, would soon turn out to be a test of courage and faith in an unprecedented time and that the worst was yet to come.

Thus, at the beginning of the fiscal year 2020/2021 the museum was closed with little prospect of opening in the following months. Please allow me to elucidate:

Alhoewel museums ook deur die onverwagse streng inperkings en daarmee gepaardgaande ekonomiese krisis geraak is, het enige beloftes van hulp soos mis voor die son verdwyn sodra potensiële skenkers verneem dat ons 'n regeringsinstansie is. Die museum het dus nie in aanmerking gekom vir enige Covid-19 finansiële hulp nie, alhoewel die trustee raad by verskeie departementele instansies, met die hulp van die ouditeursfirma Van Wyk Theron,



gaan aanklop het. Boonop het baie van ons gereelde diensverskaffers eenvoudig ontkenend op enige aansoek om betalings-vakansies geantwoord. Tog was daar 'n paar verskaffers wat ons tegemoetgekom het en kan ek met groot dankbaarheid die Dr. Beyers Naudé Munisipaliteit en Telkom uitsonder. Vir 'n maand of twee kon ons ook nie ons versekeringspremies betaal nie, aangesien die trusteeeraad se eerste prioriteit die salarisse van twee personeellede was. Die besef dat die museumkompleks nie die nodige versekeringsdekking het nie, dat ons nie in staat is om ons finansiële verpligtinge na te kom nie en verantwoordelik was vir die welstand van twee gesinne, was so oorweldigend, soveel so dat dit 'n groot invloed op my positiewe ingesteldheid asook my persoonlike welstand gehad het. Dit was 'n situasie buite ons beheer en wanneer ek in my kantoor by die museum, in die middel van die winter gesit het met 'n doodse stilte rondom my, het ek onderneem om harder te probeer en ander opsies op te volg. Ek, Mej. Van Wyk en Mnr. Whitlock het dan koppe bymekaargesit.

Most welcome relief eventually materialised in the form of an extraordinary Covid-19 relief grant from The Rupert Historic Homes Foundation. Our elation galvanised us into action and numerous outstanding accounts were settled and the premises secured against harm. A simple thank you does not convey the sheer debt of gratitude that we felt. We will continue to embody this sense of gratitude by doing our utmost to keep the Museum and its legacy in trust for posterity.

The Graaff-Reinet Museum was the only province-aided museum in the Eastern Cape to open its doors to the public with special permission from the Department of Sport, Recreation Arts and Culture of the Eastern Cape, on 10 October 2020. The staff had, by then, been back at work for two weeks, during which attempts were made to tame the overgrown garden and to wash, sweep and polish the premises and museum interiors to the best of their ability. Luckily the administration did not suffer the same degree of neglect as both Miss van Wyk and I were able to work from home. Despite the fervour from numerous individuals and organisations for the opening of the museum, visitors remained conspicuous by their absence and the income scant. It remains a daily struggle to settle bills from the meagre income derived from fees.

Implementing Covid-19 regulations was another hurdle that we had to overcome. Not only was the board responsible for obtaining sanitizers and installing the required signage, but departmental employees received only two masks and a 500ml bottle of sanitizer, constituting the sum total of our Personal Protective Equipment. The Board of Trustees funded additional sanitizers and masks and The Sobukwe Museum supplied visors for all staff. To further aggravate an already strained situation, the staff regularly had to deal with members of the public who adamantly refused to sanitize, wear masks or adhere to the new Covid-19 business hours. Then Covid struck within our ranks: one staff member tested positive a week after returning to work, another at the end of October and yet another in November. Each episode forced the closure of the museum for a maximum of ten days and the testing of staff members who had had close contact with the infected person. The museum closed for a month on 15 December when the second wave struck and only opened on 11 January 2020. Subsequently we have had many Covid-19 scares but thankfully no new positive cases. This is truly something to be grateful for certainly is something to be most grateful for.

With that having been said, please allow me to amplify my report with a special focus on finances, operations, administration and maintenance.

---

## **FINANCES:**

All our well-made plans were ambushed by the stealthy onset of the Covid-19 pandemic in South Africa and the subsequent proclamation by government of the level 5 lockdown. This introduced a period of severe financial crisis for the museum.

The possibility of technical bankruptcy was looming large. Several accounts were outstanding including municipal and Telkom services bills, with some accounts not being paid since February 2020. Non-settlement of these accounts was a conscious decision as other accounts, such as the insurance premiums and security fees, were prioritized. In addition, the salaries of two Board of Trustee employees had to be paid. Both Messrs. Wagenaar and Simmons were paid their salaries during the national lockdown and at least they could provide for their households as normal. These two staff members were not registered for UIF as we were under the erroneous impression that employees, who work for less than 24 hours a week, cannot be registered for UIF.

Unfortunately the board were left with little option but to utilise the funds of *The Save Reinet House Fund*. These funds are now also depleted as we were compelled to dip into them since December 2019. To mitigate the financial crisis we attempted to apply for Covid-19 relief funding from the tourism sector as well as from the provincial Department of Sport, Recreation, Arts and Culture. The latter made funding available to assist struggling artists and sport projects suffering the ravages of the Covid-lockdown and institutions funded by government were not eligible to receive assistance from this fund. The application to the tourism relief fund was an enormous struggle which required the expert assistance of our accountants, Van Wyk Theron. Mr van Wyk was very willing to assist and completed the financial section of the application. Although our application was accepted online, I received numerous emails requesting additional documentation such as a BEE certificate and tax certificate which, as a government subsidised institution, the museum could not supply. As a result of our inability to provide the requested documents our application was unsuccessful.

As previously stated the Board also requested payment holidays from the municipality, our insurance company and Telkom. In addition, an urgent appeal explaining our dire financial situation was forwarded to the senior manager and the district office, requesting their intervention and assistance. The Service Level Agreement, required to facilitate the subsidy, was also completed and ready to be couriered to Head Office when lockdown was implemented. Since many

departmental officials worked shorter hours, or from home, all administrative matters were effectively put on hold and the subsidy was only transferred in August 2020. It was not nearly sufficient to cover all outstanding debt and operational costs. Covid-19 regulations, in short, had a direct financial and organisational impact on the Museum.

Subsequent to the disappointment of a number of unsuccessful funding applications, Mr Whitlock approached *The Rupert Historic Homes Foundation* as a last resort. Ms van Wyk compiled the financial component of the proposal and submitted the supporting documents whilst Mr Whitlock wrote the accompanying motivation. This proposal was submitted in July 2020 and at the end of that month we received the good news that our application was successful, albeit for a lesser amount than we initially requested. It was, however, more than sufficient to tide the Museum over until the following year.

In 2021 the board of trustees received the good news that the annual subsidy was to be increased with 123%. By the end of the fiscal year, the Museum was once again well on its way to financial stability.

---

## OPERASIONELE FUNKSIES

### Opvoedkundige Programme

Die pandemie het besoeke van skole en voortspruitende opvoedkundige programme gekelder. Baie programme soos onder meer 'n program wat in samewerking met *KaramelTV* aangebied sou word, moes ongelukkig laat vaar word. Alhoewel sommige plaaslike skole hul gebruiklike besoek aan die museum tussen lae vlakke van inperking kon inpas, moes besoeke kort geknip word en die grootte van groepe verklein word ingevolge voortdurende pandemie maatreëls.

Selfs groepe van meer as tien het hulle eie uitdagings gebied en het ons later skole versoek om leerders vooraf te skandeer en 'n rekord daarvan op die dag van die besoek aan die museum te e-pos. Ten spyte van struikelblokke was ons baie bly toe ons eerste skoolgroep in Maart 2021 vir 'n tweedaagse-besoek opdaag.



The grade 4's of Union Preparatory School during their historical tour of Graaff-Reinet

## **Commitment to Service Delivery**

The Rupert Social Arts project which was advertised in the newspaper in 2019 saw many applicants flocking to the Museum for information and all manner of unexpected questions. During the lockdown period from July to September 2020 and in subsequent months, the museum was quite involved in offering professional assistance to the winners of the competition who eventually curtailed their initial vision of a mass coral performance, to the filming of a short film.

During the lockdown period, all urgent research inquiries were redirected to our personal email addresses. A particularly interesting enquiry was one pertaining to

Samuel Oertel for a BBC program on South African genealogy. Unfortunately the journalist who lodged the inquiry was furloughed because of the pandemic but promised that her colleagues would, in due course, follow up on the inquiry.

We also assisted The Transnet Heritage Library with an inquiry about a collections asset register and Carol Hardijzer, the well-known photographic historian and researcher, with pertinent questions regarding the William Roe photographic collections. Furthermore we undertook genealogical research that included inquiries regarding the Juit, Kok, Schultz, Landman, Sparrius and Ross families. Of particular interest is the story of Robin Landman whose father went into exile in the United Kingdom in 1964. He grew up in Port Elizabeth but his grandfather apparently lived in River Street, Graaff-Reinet and he had a Jewish grandmother. Robin is a very interesting character and also an OBE (Member of the Order of The British Empire) as opposed to Herbert Urquhart MBE, which according to him, is a higher order of recognition.

I am happy to report that significant inroads have been made into the genealogical enquiries accumulated during lockdown while all subsequent enquiries have also been attended to. This continued in the new year with a visit from Katinka Heyns, well-known film director and actress who spent two days at the Museum studying and copying archival material with the written permission of the Board of Trustees.

## **Versamelings en Uitstallings**

Die hoogtepunt van hierdie jaar is die daarstelling van die uitstalling wat handel oor die geskiedenis van die Fidusiêre Instituut van Suid-Afrika (FISA). Na samesprekings wat reeds in 2019 begin het, is daar baie hard gewerk om die uitstalling gedurende die Covid-19 inperking op die been te bring. Me. Nicola Woods van *Country Mouse Design* was instrumenteel gedurende hierdie proses en sy het alles in haar vermoë gedoen om bystand aan die instituut en hul verteenwoordiger Dr. Eben Nell, te verleen.



From L to R:

Joy Williams, Anziske Kayster, Peter Whitlock & Elizabeth Buisman

Na 'n tydperk van flinke korrespondensie en volgehoue digitale besprekings, is die uitstalling gedurende Januarie by die Ou Biblioteek geïnstalleer. Die amptelike opening was voorwaar 'n hoogtepunt op die museumkalender met lede in die fidusiêre bedryf wat hul weg na Graaff-Reinet op 21 Maart 2021 gevind het om die opening van die uitstalling by te woon. Covid-19 maatreëls in ag genome, is die publiek genooi om vir twee weke na

die opening, die uitstalling gratis te besoek. Die Trusteeraad is baie dankbaar vir die gepaardgaande publisiteit aangesien die uitstalling wye media-dekking in onder meer *The Herald* en op *Algoa FM* asook die plaaslike koerante geniet het.

Die kinematografiese uitstalling van Mnr. Paul van der Merwe wat die inryteater in Adendorp bedryf het asook die filmteater in Bourkestraat, is na sy heengaan in 2020, aan die museum geskenk. Sy seun en dogter het uit hul pad gegaan om ons te help om die reuse kameras aanmekaar te sit. Hierdie bedrywighede is af en toe onderbreek deur 'n kort les oor hoe dit werk. Dit is voorwaar 'n aanwinst vir die museums en sal by die Ou Residensie uitgestal word. Covid-19 het egter telkens ons planne onderbreek maar intussen is van die kameras gerestoureer en het die van der Merwe sibbes amper die uitstalling finaal uitgesorteer. Ons het ook van die teater se stoele geërf en dit wil ons graag in die museum installeer as deel van die donkerkamer. Daar lê egter nog werk en kopkrap voor oor hoe om sekere logistieke probleme uit te sorteer.

Gedurende die inperking het ons ook 'n groot versameling artefakte van die Middellandse Hospitaal gekry. Hierdie artefakte is gefumigeer en in die huidige hospitaal-versameling geassimileer.

Intussen het die die fotografeerder Carol Hardijzer ook sy dienste gratis in Desember 2020 aangebied en is alle kameras in die William Roe uitstalling volledige ge-etiket en beskryf. Ons is Mnr. Hardijzer baie dank verskuldig vir hierdie onbaatsugtige diens en sy bereidwilligheid om twee dae uit sy skedule aan die museum af te staan.

Ongelukkig is verskeie artefakte wat 'n silwer vurkie en versierde mes asook verskeie swepe en perde-sale insluit tydens twee afsonderlike inbrake gesteel. Dus het die sekuriteitsmaatskappy hul aandag gedurende die inperking verskerp en het hulle 'n beter manier bedink om die perseel te beveilig. Gevolglik is een van die oortreders betrap en is hy tot tronkstraf gevonniss. Ons is X-Ray-sekuriteit baie dank verskuldig vir hul bereidwilligheid om die ekstra myl te stap.

## **The Hourglass**

With the contribution of Dr. Malherbe, the museum was able to compile a comprehensive newsletter at the end of 2020 which was posted on all our digital platforms. Unfortunately only one newsletter was published during the course of the reporting period. All newsletters and annual reports are available on our website at [www.graaffreinetmuseums.co.za](http://www.graaffreinetmuseums.co.za).

## **Vennootskappe**

Vennootskappe met susters-organisasies, ander museums en erfenis-instellings soos die Sobukwe Museum en museums in die provinsie is versterk, hoofsaaklik omdat die digitale platform die enigste manier was om kontak te behou. So is kostes en tyd bespaar en kon ons na willekeur idees uitruil, oplossings vir probleme ondersoek en die nodige ondersteuning aan mekaar bied. Hierdie digitale besprekings is steeds van hulp en daar word daarop voortgebou.



Graag wil ek melding maak van die plaaslike munisipaliteit wat die museum ook gedurende hierdie periode tegemoet gekom het en 'n reuse afslag op ons munisipale rekening toegestaan het. Munisipale personeel was ook vinnig op die toneel toe 'n kraan gesteel en water die hele agterplaas van Reinethuis, oorstrom het. Dit het tydens die tydperk van streng inperking plaasgevind. Wees verseker van ons groot waardering vir hulp en bystand verleen in hierdie tyd.

Ek dien tans op die Trusteeraad van die fossielsentrum op Nieu Bethesda en dit het ook gelei tot 'n goeie vennootskap met die instansie. Ons vennootskap met die Uilhuis gaan ook voort.

Ons bou voort op ons vennootskap met die Graaff-Reinet Toerismekantoor. Die Trusteeraad het vroeg in Januarie hul aansoek om 'n verminderde huurtarief goedgekeur en ons voorsien dat hierdie simbiotiese verhouding net verder kan groei. Ons is die personeel baie dank verskuldig vir hul voortdurende bedagsaamheid en hul bereidwilligheid om die deure van die Ou Biblioteek oop te hou.

Gedurende die middel van die jaar het ons 'n vennootskap met *Karoo Curios* probeer sluit en hulle het hul winkel van die hoek van Somerset en Kerkstraat na die Ou Biblioteek verskuif. Verskeie logistieke probleme, wat die beheer van museumbesoekers en die veiligheid van hul voorraad is aangespreek, maar ongelukkig was die skuif nie vir die eenaar winsgewend nie. Sy was ongelukkig genoop om dit te laat vaar. Dalk kan ons in die toekoms weer probeer.

## **Museum Outreach**

During lockdown, the Facebook page of the Museum provided the only means of communication with the public. We posted updates on opening hours, challenges experienced and eventually requested the public to consider supporting the museum financially on International Museum Day. Unfortunately our Facebook page went on the blink and we ultimately had to call in the assistance of *Compuserve* to investigate the matter.



**Sonja Nolte and Martin Schmidt from the Niedersachsen Museum in Hannover, Germany, together with museum colleagues from Middelburg Museum, Graaff-Reinet Museum, Somerset East Museum and Great Fish River Museum.**

Unfortunately they could not rectify the problem. In the interim, The Department has encouraged museums to keep their Facebook pages and Instagram accounts active, as the virtual platform will be used increasingly in the future. This new platform presents its own set of problems but during lockdown, I attended a virtual workshop that explained the advantageous usage of digital platforms. This useful workshop was presented by colleagues from the *Niedersachsen Museum* in Germany.

Subsequent to the resurrection of our Facebook page, it is has grown and has attracted a record amount of followers in a very short period. We try to post an interesting article once a week and rely on this platform as a cost effective marketing and media tool.

## **BEMARKING EN MEDIA AANGELEENTHEDE**



**Sue en Peter Shaw**

Dit is my voorreg om in hierdie gedeelte van my verslag, hulde te bring aan Sue Shaw, wat tydens haar jare by die Graaff-Reinet Advertiser, soveel spatie aan die museum en museumgebeurtenisse afgestaan het. Hierdie belangstelling was natuurlik geprikkel deur haar liefde vir die verlede en die museum en het sy en haar man nie een jaarvergadering gemis nie.

Terwyl sy besig was om haar stryd teen Covid-19 te stry het sy nog kans gesien om 'n artikel oor die uitdagings van die museum in die pandemie-tyd te beplan en het ons gereeld kontak gehad. Ongelukkig het sy en haar man beide hul stryd teen die virus in Augustus 2020 verloor. Sy was 'n taalpuris van formaat en 'n joernalis verbind tot etiese beriggewing.

Facebook is gedurende hierdie tyd gereeld aangewend om die publiek op hoogte te hou van die museum se doen en late. Op 18 Mei 2020 is 'n spesiale video gemaak om bewusmaking te skep, maar ook om die publiek se ondersteuning gedurende die pandemie te vra aangesien die museum op daardie stadium vir die publiek gesluit was en finansiële swaar getrek het.

Gedurende hierdie tyd, het die onderskeie Facebookbladsye van *The Great Karoo* en die Graaff-Reinet Toerismekantoor moeite gedoen om die museum te bemark en het hul gedurig inskrywings op hul bladsye gemaak.

Die museum is die plaaslike koerant, *Die Graaff-Reinet Advertiser*, groot dank verskuldig omdat hulle 'n voorblad aan die opening van die FISA uitstalling

afgestaan het. Terselfdertyd wil ons graag die bemarkingspan van FISA, onder leiding van Lucy Rayburn, bedank wat soveel moeite gedoen het om die erfenis-uitstalling asook die museum te bemark. Dit het ons uitstekende publisiteit besorg, wat beslis besoekers gaan aanmoedig om die museum te besoek.

## **ADMINISTRATION:**

### **The Board of Trustees**

The Board of Trustees has once again proven that our Museum is guided by a winning team. Their encouragement, innovation and unwavering support during this difficult time have kept this museum afloat. Together, they contributed to ensure the well-being (and survival) of the Museum. It required tough decisions to be made on occasion but these were facilitated by an underlying like-mindedness and unanimity of purpose. The staff and I are privileged to work with such an honorable group of people whose only goal is the welfare of this institution.

I would like to extend a special word of thanks to Mr Peter Whitlock, our chairperson, who so willingly offered guidance and assistance during this time. No museum matter was too trivial to attend to and not even the time of day deterred him to visit the museum when we required a helping hand or advice. Thank you.

### **Algemene Administrasie**

Alhoewel die museum vir 6 maande gesluit was, is alle administratiewe take gedurende hierdie periode afgehandel. Alle personeel-evaluasies is voltooi en binne die voorgeskrewe tyd ingedien asook alle verslae wat onder meer kwartaalverslae, finansiëleverslae en kuratorsverslae insluit. Alle personeelkontrakte is ook betyds ingedien. Daarvoor was die personeel verplig om byeen te kom vir die nodige handtekening. Covid-19 regulasies is egter getrou gevolg en dit is suksesvol voltooi.

Gedurende hierdie periode is alle departementele vergadering virtueel bygewoon.

## **Staff Matters**

Many staff issues surfaced during the period under review.

An instruction was issued on 18 March 2020 to close all museums to the public. One staff member was absent from work when the closure instruction was issued. The rest of the staff remained at work until 24 March after which permission was granted to either travel home or to prepare for lockdown. We kept in touch via messaging platforms during the lockdown period. Ms van Wyk ensured that BOT employees received their salaries in cash and on time. She also came to work during lockdown to settle outstanding bills and we jointly paid the museum occasional visits to verify that the premises remained safe and secure. Miss van Wyk's diligence carried the museum through this difficult time. She was a true pillar of strength and deserves special mention.

I had a meeting with our diligent relief staff members before the museums closed. Mrs du Pisanie was not affected by the lockdown as she works on a strictly request basis. I, however, had to schedule meetings with Mr Le Potha and Ms Visagie. After consultation with the Board, we agreed to pay relief staff until the end of March 2020 and two weeks into April 2020, after which a temporary layoff came into effect. This layoff was implemented until October 2020 when the Museum re-opened to the public on weekends.

Miss Citwa's transfer, in which we ceded a museum post, was signed off in March 2020 and when the museums re-opened she reported for duty at the Albany Museum in Makanda.

I, together with two other staff members, applied to work from home and did not return to work under level 3. Fortunately the museum was not open to the public during this time and thus we did not require all hands to be on deck. In this manner social distancing could also be maintained. A customised "Covid-19 instruction manual" was compiled for the staff and Ms van Wyk was tasked to implement the measures diligently in my absence.

A directive from the Head of the Department was issued on 5 June 2020 instructing all staff to report for duty. Unfortunately, our personal protective equipment and sanitizers had not arrived by then. In addition, challenges regarding the sanitising of museum buildings arose as most of the museum buildings of the Eastern Cape belong to The Department of Public Works. On 10 June 2020 I responded to this directive explaining that the Board does not have the financial means to sanitise the buildings. I also proposed that sanitising is not required since the virus only lives on surfaces for a limited period and the buildings had all been closed. I requested the senior manager to give the Graaff-Reinet Museum written permission to open without sanitising. This was only agreed to in September 2020.

During the reporting period, three staff members quarantined as a result of Covid-19 infection. All staff had to rid themselves of their complacency especially in view of the fact that the Department forced closure for a short while due to a rise in Covid-19 infections in December 2020. We realised the magnitude of the pandemic and that one simply cannot proceed as normal. The increase in infections acted as an eye-opener and staff became far more diligent with respect to anti-infection protocols, than they were when we initially returned to work.

Miss Latoya Steenkamp commenced duty as a departmental intern on 01 October 2020 but her tenure ended in 2021 despite my request for an extension. Mr Ngandi has taken charge of the reception desk at Reinet House. In addition he manages the museum shop and screens all visitors. We are once again very short staffed and have requested that at least one of our vacant posts be advertised.

All staff members were registered for E-leave after I attended a workshop in October 2020. Since then, staff have to apply for leave electronically as a means to combat fraud. The process does present its own set of challenges, as not all staff members have smart phones or regular data availability. The sorting out of the glitches is fortunately the responsibility of the Department.

Another issue that cropped up is the loss of accumulated leave days which lapse at the end of June in any given year. Many staff members thus lost a lot of leave

days since they could not be used. Most however feel that after a six month forced absence from work it is not a big loss.

All staff reviews were completed but since we could not report during the 1<sup>st</sup> and 2<sup>nd</sup> quarter of 2020, an explanatory letter were submitted instead.

I am happy to report that Mr Zennevin Isaks welcomed a healthy little girl into the world in 2020 after waiting for so long for fatherhood.

## **FACILITY MANAGEMENT:**

The morning before the onset of lockdown the water pipes of the ablution facilities at Reinet House were stolen. Although we managed to get a quote from a plumber, he could not fix the problem before lockdown and we had to make do with simply closing the main supply stopcock.

During lockdown, X-ray Security did an exemplary job of keeping an eye on the premises and we were in regular contact. Early on the morning of 10 June, I was called out to attend to an alarm at The Military Museum. Luckily Mr Whitlock attended to the call-out and subsequently reported that the alarm was probably triggered by the strong wind.

It was evident that the Museum premises required attention after staff returned to work in September 2020. Accumulation of fallen leaves and weeds growing in abundance welcomed us back and the *Spekkies* required pruning. Staff immediately jumped in to attend to these issues and soon all the gutters were cleared from debris and fallen leaves and the garden received a top dressing of soil and organic fertiliser. It has slowly returned to its former condition. A number of photoshoots were also booked for the period. Surprisingly, the interior of the museums seemed to be untouched by the protracted closure. A number of maintenance issues also required our attention, the most important of which were leaking toilets and basins and a damaged ceiling as well as a display case and

door locks in the outbuildings of Reinet House, that were damaged during break-ins. All these were repaired at some cost.

## THANK YOU'S

Ladies and gentlemen, This year I would foremost like to convey my gratitude to *The Rupert Historic Homes Foundation*, who saved the museum from a most horrible fate. We thank the Foundation for the continuous support and for placing their trust in the staff and Board of Trustees of the Museum. At the same time I would like to convey our immense gratitude to The Department of Sport, Recreation, Arts and Culture of the Eastern Cape for the very welcome increase in our annual subsidy. This increase will assist us in doing so much more!

This concludes the report for the year 2020/21. As difficult as times are, the Museum has managed to weather challenge after challenge. We look forward to the year ahead in the knowledge and assurance of your continued support.



# VISITOR STATISTICS:

## April 2020 – March 2021

Month	No. of SA Adults	No. of Children	School Outreach Programmes	Foreign Visitors	Total
April	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
May	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
June	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
July	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
August	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
September	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
October	154	21	0	2	177
November	166	24	0	0	190
December	287	91	0	6	384
January	73	15	0	9	97
February	82	7	0	16	105
March	203	25	0	34	262



**Graaff-Reinet Museums**  
**Annual Financial Statements**  
**for the year ended 31 March 2021**

**Audited Financial Statements**

Prepared by: Van Wyk Theron  
Professional designation: Professional Accountants (SA)

Reviewed by: Theron du Plessis - Cradock  
Professional designation: Registered Auditors (SA)

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Index

---

	Page
General Information	2
Board of Trustees Responsibilities and Approval	3
Board of Trustees Report	4 - 5
Independent Auditor's Report	6 - 7
Report of the Compiler	8
Statement of Financial Position	9
Statement of Comprehensive Income	10
Statement of Changes in Equity	11
Statement of Cash Flows	12
Accounting Policies	13 - 15
Notes to the Annual Financial Statements	16 - 20
The supplementary information presented does not form part of the Financial Statements and is unaudited: Detailed Income Statement	21 - 22

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## General Information

---

<b>Country of Incorporation and Domicile</b>	South Africa
<b>Nature of Business and Principal Activities</b>	The heritage organisation is part of the cultural and heritage sector of South Africa and a museum of the Department of Sport, Recreation, Arts & Culture of the Eastern Cape Province.
<b>Board of Trustees</b>	Chairperson Head of Museum
<b>Registered Office</b>	1 Murray Street Graaff-Reinet 6280
<b>Business Address</b>	1 Murray Street Graaff-Reinet 6280
<b>Postal Address</b>	PO Box 104 Graaff-Reinet 6280
<b>Level of Assurance</b>	The auditor has performed procedures in accordance with the requirements of the International Standard on Related Services 4400: Engagements to Perform Agreed-upon Procedures. Please refer to the Independent Auditor's Report for further information.
<b>Professional Accountants (SA)</b>	Van Wyk Theron Somersetstraat 38 Somerset Street Graaff-Reinet 6280
<b>Heritage Organisation Secretary</b>	1 Murray Street Graaff-Reinet 6280
<b>Preparer</b>	Van Wyk Theron Somersetstraat 38 Somerset Street Graaff-Reinet 6280

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Board of Trustees Responsibilities and Approval

---

The board of trustees are required by the Museum Ordinance, 1975 (8 of 1975) to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements satisfy the financial reporting standards with regards to form and content and present fairly the statement of financial position, results of operations and business of the heritage organisation, and explain the transactions and financial position of the business of the heritage organisation at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the heritage organisation and supported by reasonable and prudent judgements and estimates.


The board of trustees acknowledge that they are ultimately responsible for the system of internal financial control established by the heritage organisation and place considerable importance on maintaining a strong control environment. To enable the board of trustees to meet these responsibilities, the board of trustees sets standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the heritage organisation and all employees are required to maintain the highest ethical standards in ensuring the heritage organisation's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the heritage organisation is on identifying, assessing, managing and monitoring all known forms of risk across the heritage organisation. While operating risk cannot be fully eliminated, the heritage organisation endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The board of trustees are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss. The going-concern basis has been adopted in preparing the financial statements. Based on forecasts and available cash resources the board of trustees have no reason to believe that the heritage organisation will not be a going concern in the foreseeable future. The financial statements support the viability of the heritage organisation.

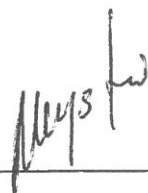
The external auditors are responsible for independently auditing and reporting on the heritage organisation's annual financial statements. The annual financial statements have been examined by the heritage organisation's external auditors and their unqualified audit report is presented on pages 6 to 7.

The annual financial statements set out on pages 9 to 20, and the supplementary information set out on pages 21 to 22 which have been prepared on the going concern basis, were approved by the board of trustees and were signed on 18 November 2021.



---

Chairperson



---

Head of Museum

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Board of Trustees Report

---

The board of trustees present their report for the year ended 31 March 2021.

### 1. Review of activities

#### Main business and operations

The heritage organisation is part of the cultural and heritage sector of South Africa and a museum of the Department of Sport, Recreation, Arts & Culture of the Eastern Cape Province. There were no major changes herein during the year.

The operating results and statement of financial position of the heritage organisation are fully set out in the attached financial statements and do not in our opinion require any further comment.

### 2. Going concern

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

The full impact of the COVID-19 outbreak continues to evolve at the date of this report. The heritage organisation is therefore uncertain as to the full impact that the pandemic will have on its financial condition, liquidity, and future results of operations during the next 12 months. These events or conditions indicate the existence of a material uncertainty which may cast significant doubt on the heritage organisation's ability to continue as a going concern.

The board of trustees are not aware of any new material changes that may adversely impact the heritage organisation. The board of trustees are also not aware of any material non-compliance with statutory or regulatory requirements or of any pending changes to legislation which may affect the heritage organisation.

### 3. Events after reporting date

All events subsequent to the date of the annual financial statements and for which the applicable financial reporting framework requires adjustment or disclosure have been adjusted or disclosed.

The board of trustees are not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the heritage organisation.

#### Impact of COVID-19

The heritage organisation is committed to contributing to the prevention of the spread of COVID-19 and will comply fully with the measures announced by the South African Government.

The heritage organisation has assessed the impact of COVID-19 on the annual financial statements and considered the potential impact on the business. While it is envisaged that there may be a negative impact on the performance of the heritage organisation over the remainder of the financial year, the full impact of COVID-19 cannot be reasonably estimated at this time. The full impact of the COVID-19 outbreak continues to evolve at the date of this report.

Management will continue to assess the financial impact of COVID-19 and its impact on the heritage organisation's financial condition, liquidity, operations, suppliers, industry and workforce, while placing the health and safety of employees first.

Except for the above, the board of trustees are not aware of any other material reportable event which occurred after the reporting date and up to the date of this report.

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Board of Trustees Report

---

### 4. Board of Trustees interest in contracts

To our knowledge none of the board of trustees had any interest in contracts entered into during the year under review.

### 5. Borrowing limitations

In terms of the Museum Ordinance, 1975 (Ordinance D128 of 1975) of the heritage organisation, the board of trustees may exercise all the powers of the heritage organisation to borrow money, as they consider appropriate.

### 6. Board of Trustees

The board of trustees of the heritage organisation during the year and up to the date of this report are as follows:

Chairperson

Head of Museum

# TdP | Geoktrooieerde Rekenmeesters (S.A.) Chartered Accountants (S.A.)

## INDEPENDENT ASSOCIATED OFFICES

ALIWAL NORTH	SOMERSET WEST
BURGERSDORP	STELLENBOSCH
DE AAR	TULBAGH
DURBANVILLE	VILLIERSDORP

Theron du Plessis House  
98 JA Calata Street  
PO Box 704  
CRADOCK 5880  
Telephone 048 881 1025  
Fax 048 881 1026  
E-mail tdp@cdk.tdp.co.za

## INDEPENDENT AUDITOR'S REPORT

### TO THE BOARD OF TRUSTEES OF GRAAFF-REINET MUSEUMS

#### Opinion

We have audited the financial statements of Graaff-Reinet Museums set out on pages 8 to 18, which comprise the statement of financial position as at 31 March 2021, and the statement of comprehensive income, the statement of changes in reserves and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all respects, the financial position of Graaff-Reinet Museums as at 31 March 2021, and its financial performance and cash flows for the year then ended in accordance with the applicable accounting policies and the requirements of the Museum Ordinance, 1975 (8 of 1975) of South Africa.

#### Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the heritage organisation in accordance with the Independent Regulatory Board for Auditors' Code of Professional Conduct for Registered Auditors (IRBA Code) and other independent requirements applicable to performing audits of financial statements in South Africa. We have fulfilled our ethical responsibilities in accordance with the IRBA Code and in accordance with other ethical requirements applicable to performing audits in South Africa. The IRBA Code is consistent with the corresponding sections of the International Ethics Standards Board of Accountants' International Code of Ethics for Professional Accountants (including International Independence Standards). We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Other Information

The board of trustees are responsible for the other information. The other information comprises the information included in the document titled "Graaff-Reinet Museums Annual Financial Statements for the year ended 31 March 2021", which includes the Board of Trustees Report as required by the Museum Ordinance, 1975 (8 of 1975) of South Africa, which we obtained prior to the date of this report, and the supplementary information set out on pages 19 to 20. The other information does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express an audit opinion or any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Theron du Plessis Cradock Incorporated Reg nr 1999/016672/21  
DIRECTOR: AD Pretorius B.Compt. (Hons.) CA (SA)  
IRBA PRACTICE NR: 900177 TAX PRACTITIONER NR: PRO008376  
ASSISTED BY: A Slabbert B.Compt Professional Accountant (SA)  
J Gerber B.Compt Professional Accountant (SA)





#### **Responsibilities of the trustees for the Financial Statements**

The board of trustees are responsible for the preparation and fair presentation of the financial statements in accordance with the applicable accounting policies and the requirements of the Museum Ordinance, 1975 (8 of 1975) of South Africa, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the heritage organisation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the board of trustees either intend to liquidate the heritage organisation or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting in error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organisation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organisation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organisation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the board of trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Theron du Plessis  
**THERON DU PLESSIS**

PER: 

**CHARTERED ACCOUNTANTS (SA)  
AUDITORS**

**30 September 2021**  
DATE



PROFESIONELE REKENMEESTERS (SA) | PRAKTYK/  
PROFESSIONAL ACCOUNTANTS (SA) | PRACTICE Nr. 590

Posbus / PO Box 221 ■ Somersetstraat 38 Somerset Street ■ Graaff-Reinet 6280  
Tel: 049 892 4171 ■ Fax: 049 892 5218 ■ office@vanwyktheron.co.za

---

## Report of the Compiler

---

### To the Board Of Trustees of Graaff-Reinet Museums

We have compiled the accompanying financial statements of Graaff-Reinet Museums based on information you have provided. These financial statements comprise the statement of financial position as at 31 March 2021, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

We performed this compilation engagement in accordance with International Standard on Related Services 4410 (Revised), Compilation Engagements.

We have applied our expertise in accounting and financial reporting to assist you in the preparation and presentation of these financial statements in accordance with the basis of accounting described in note 2 to the financial statements and the requirements of the Museum Ordinance, 1975 (8 of 1975). We have complied with relevant ethical requirements, including principles of integrity, objectivity, professional competence and due care.

These financial statements and the accuracy and completeness of the information used to compile them are your responsibility.

Since a compilation engagement is not an assurance engagement, we are not required to verify the accuracy or completeness of the information you provided to us to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on whether these financial statements are prepared in accordance with the basis of accounting described in note 2.

Van Wyk Theron

20 October 2021

  
Van Wyk Theron  
Professional Accountant (SA)

Somersetstraat 38 Somerset Street  
Graaff-Reinet  
6280

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Statement of Financial Position

Figures in R

	Notes	2021	2020
<b>Assets</b>			
<b>Non-current assets</b>			
Property, plant and equipment	4	1,847,566	1,847,566
Other financial assets	6	247,098	18,441
<b>Total non-current assets</b>		<b>2,094,664</b>	<b>1,866,007</b>
<b>Current assets</b>			
Inventories	5	63,305	61,080
Cash and cash equivalents	8	24,030	33,501
<b>Total current assets</b>		<b>87,335</b>	<b>94,581</b>
<b>Total assets</b>		<b>2,181,999</b>	<b>1,960,588</b>
<b>Equity and liabilities</b>			
<b>Equity</b>			
Accumulated surplus		1,372,571	1,151,160
Capital reserves	9	809,428	809,428
<b>Total equity</b>		<b>2,181,999</b>	<b>1,960,588</b>
<b>Total equity and liabilities</b>		<b>2,181,999</b>	<b>1,960,588</b>

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Statement of Comprehensive Income

Figures in R	Notes	2021	2020
Revenue	10	608,793	428,146
Cost of sales	11	(13,133)	(22,420)
<b>Gross surplus</b>		<b>595,660</b>	<b>405,726</b>
Other income	12	13,373	-
Distribution costs	13	-	(2,014)
Administrative expenses	14	(46,611)	(66,576)
Other expenses	15	(340,912)	(431,563)
<b>Surplus / (deficit) from operating activities</b>	16	<b>221,510</b>	<b>(94,427)</b>
Finance costs	17	(99)	-
<b>Surplus / (deficit) for the year</b>		<b>221,411</b>	<b>(94,427)</b>

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Statement of Changes in Equity

Figures in R	Capital reserves	Accumulated surplus	Total
<b>Balance at 1 April 2019</b>	809,428	1,245,587	2,055,015
<b>Changes in equity</b>			
Deficit for the year	-	(94,427)	(94,427)
Total comprehensive income for the year	-	(94,427)	(94,427)
<b>Balance at 31 March 2020</b>	<b>809,428</b>	<b>1,151,160</b>	<b>1,960,588</b>
<b>Balance at 1 April 2020</b>	809,428	1,151,160	1,960,588
<b>Changes in equity</b>			
Surplus for the year	-	221,411	221,411
Total comprehensive income for the year	-	221,411	221,411
<b>Balance at 31 March 2021</b>	<b>809,428</b>	<b>1,372,571</b>	<b>2,181,999</b>

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Statement of Cash Flows

Figures in R

	Note	2021	2020
<b>Cash flows (used in) / from operations</b>			
<b>Surplus / (deficit) for the year</b>		<b>221,411</b>	<b>(94,427)</b>
<b>Adjustments to reconcile surplus / (deficit)</b>			
Adjustments for finance income		(5,510)	(7,594)
Adjustments for finance costs		99	-
Adjustments for increase in inventories		(2,225)	-
<b>Total adjustments to reconcile surplus / (deficit)</b>		<b>(7,636)</b>	<b>(7,594)</b>
<b>Net cash flows from / (used in) operations</b>		<b>213,775</b>	<b>(102,021)</b>
Interest paid		(99)	-
Interest received		5,510	7,594
<b>Net cash flows from / (used in) operating activities</b>		<b>219,186</b>	<b>(94,427)</b>
<b>Cash flows (used in) / from investing activities</b>			
Purchase of other financial assets		(228,657)	-
Other inflows (outflows) of cash		-	84,894
<b>Cash flows (used in) / from investing activities</b>		<b>(228,657)</b>	<b>84,894</b>
<b>Net decrease in cash and cash equivalents</b>		<b>(9,471)</b>	<b>(9,533)</b>
Cash and cash equivalents at beginning of the year		33,501	43,034
<b>Cash and cash equivalents at end of the year</b>	<b>8</b>	<b>24,030</b>	<b>33,501</b>

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Accounting Policies

---

### 1. General information

Graaff-Reinet Museums ('the heritage organisation') is part of the cultural and heritage sector of South Africa and a museum of the Department of Sport, Recreation, Arts & Culture of the Eastern Cape Province.

The heritage organisation is incorporated as a Heritage Organisation and domiciled in South Africa. The address of its registered office is 1 Murray Street, Graaff-Reinet, 6280.

### 2. Basis of preparation and summary of significant accounting policies

The financial statements of Graaff-Reinet Museums have been prepared in accordance with the basis of accounting set out below and the Museum Ordinance, 1975 (8 of 1975). The financial statements have been prepared under the historical cost convention. They are presented in South African Rand.

The preparation of financial statements in conformity with basis of accounting described below requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the heritage organisation's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 3.

The principal accounting policies applied in the preparation of these annual financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### 2.1 Property, plant and equipment

Property, plant and equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the board of trustees.

The heritage organisation adds to the carrying amount of an item of property, plant and equipment the cost of replacing parts of such an item when that cost is incurred if the replacement part is expected to provide incremental future benefits to the heritage organisation. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to surplus or deficit during the period in which they are incurred.

Land is not depreciated. Depreciation on other assets is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method. The estimated useful lives range as follows:

Asset class	Useful life / depreciation rate
Land and buildings	Infinite
Generator	Not depreciated
Motor vehicles	Not depreciated
Fixtures and fittings	Not depreciated
Display items	Not depreciated

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, if there is an indication of a significant change since the last reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Accounting Policies

---

### *Basis of preparation and summary of significant accounting policies continued...*

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised within 'other gains / (losses)' in the statement of comprehensive income.

## 2.2 Financial instruments

### **Other financial assets**

Other financial assets are recognised initially at the transaction price, including transaction costs except where the asset will subsequently be measured at fair value.

Debt instruments are subsequently stated at amortised cost. Interest income is recognised on the basis of the effective interest method and is included in finance income.

### **Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown in current liabilities on the statement of financial position.

## 2.3 Inventories

Inventories are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost is determined using the first-in, first-out (FIFO) method. The cost of finished goods and work in progress comprises packaging costs, raw materials, direct labour, other direct costs and related production overheads (based on normal operating capacity). At each reporting date, inventories are assessed for impairment. If inventory is impaired, the carrying amount is reduced to its selling price less costs to complete and sell; the impairment loss is recognised immediately in profit or loss.

## 2.4 Revenue

Revenue is measured at the fair value of the consideration received or receivable. Revenue is shown net of value-added tax, returns, rebates and discounts.

Revenue from the sale of goods is recognised when:

- significant risks and rewards of ownership of the goods have been transferred to the buyer;
- the entity retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be measured reliably; and
- it is probable that the economic benefits associated with the transaction will flow to the entity; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the end of the reporting period. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably; and
- it is probable that the economic benefits associated with the transaction will flow to the entity; and
- the stage of completion of the transaction at the end of the reporting period can be measured reliably; and
- the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

When the outcome of transactions involving the rendering of services cannot be estimated reliably, revenue is recognised only to the extent of the expenses recognised that are recoverable.



# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Accounting Policies

---

### *Basis of preparation and summary of significant accounting policies continued...*

Interest income is recognised using the effective interest method.

Rental income from investment property that is leased to a third party under an operating lease is recognised in the statement of comprehensive income on a straight-line basis over the lease term and is included in 'other income'.

### 2.5 Government grants

Grants from the government are recognised at their fair value in profit or loss where there is a reasonable assurance that the grant will be received and the heritage organisation has complied with all attached conditions. Grants received where the heritage organisation has yet to comply with all attached conditions are recognised as a liability (and included in deferred income within trade and other payables) and released to income when all attached conditions have been complied with. Government grants received are included in 'other income' in profit or loss.

### 2.6 Borrowing costs

All borrowing costs are recognised in surplus or deficit in the period in which they are incurred.

## 3. Critical accounting estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

### Critical accounting estimates and assumptions

The heritage organisation makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

#### 3.1.1 Going concern

The going concern assumption is evaluated based on information available up to the date on which the Annual Financial Statements are approved for issuance by the Board. While there is widespread uncertainty regarding the extent of the financial impact of the COVID-19 global pandemic on the economies of the geographies in which the Group operates, primarily being South Africa, the going concern assumption was considered to be appropriate for the preparation of the Group's AFS for the year under review. In this regard, key considerations included:

#### 3.1.2 Covid impact

The Group has assessed the impact of the COVID-19 pandemic on the assumptions and significant judgements made in the valuation of items of property plant and equipment. Following the assessment of a number of factors considered in the Group's COVID response plan, the directors have determined that the anticipated impact of COVID will not have a lasting impact on the productivity of the Group's property, plant and equipment. Management has determined that the economic events that have transpired as a result of the COVID-19 pandemic are not an adjusting event.

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Notes to the Annual Financial Statements

Figures in R

### 4. Property, plant and equipment

Balances at year end and movements for the year

	Land and buildings	Generator	Motor vehicles	Fixtures and fittings	Display items	Total
<b>Reconciliation for the year ended 31 March 2021</b>						
Balance at 1 April 2020	690,688	5,500	340,198	577,464	233,716	1,847,566
At cost	690,688	5,500	340,198	577,464	233,716	1,847,566
Accumulated depreciation	-	-	-	-	-	-
Carrying amount	690,688	5,500	340,198	577,464	233,716	1,847,566
<b>Closing balance at 31 March 2021</b>						
At cost	690,688	5,500	340,198	577,464	233,716	1,847,566
Accumulated depreciation	-	-	-	-	-	-
Carrying amount	690,688	5,500	340,198	577,464	233,716	1,847,566
<b>Reconciliation for the year ended 31 March 2020</b>						
Balance at 1 April 2019	690,688	5,500	340,198	577,464	233,716	1,847,566
At cost	690,688	5,500	340,198	577,464	233,716	1,847,566
Accumulated depreciation	-	-	-	-	-	-
Carrying amount	690,688	5,500	340,198	577,464	233,716	1,847,566
<b>Closing balance at 31 March 2020</b>						
At cost	690,688	5,500	340,198	577,464	233,716	1,847,566
Accumulated depreciation	-	-	-	-	-	-
Carrying amount	690,688	5,500	340,198	577,464	233,716	1,847,566

## 5. Inventories

Inventories comprise:

Merchandise	63,305	61,080
-------------	--------	--------

## 6. Other financial assets

Carrying amount of other financial assets by category

	Designated at fair value	Debt instruments at amortised cost	Total
<b>Year ended 31 March 2021</b>			
Investments (Note 7)	247,098	-	247,098
<b>Components listed under other financial assets on the statement of financial position</b>	<b>247,098</b>	<b>-</b>	<b>247,098</b>
Cash and cash equivalents (Note 8)	-	24,030	24,030
<b>Components listed separately on the statement of financial position</b>	<b>-</b>	<b>24,030</b>	<b>24,030</b>
	<b>247,098</b>	<b>24,030</b>	<b>271,128</b>

	Designated at fair value	Debt instruments at amortised cost	Total
<b>Year ended 31 March 2020</b>			
Listed investments (Note 7)	18,441	-	18,441
<b>Components listed under other financial assets on the statement of financial position</b>	<b>18,441</b>	<b>-</b>	<b>18,441</b>
Cash and cash equivalents (Note 8)	-	33,501	33,501
<b>Components listed separately on the statement of financial position</b>	<b>-</b>	<b>33,501</b>	<b>33,501</b>
	<b>18,441</b>	<b>33,501</b>	<b>51,942</b>

## 7. Investments

Investments comprise the following balances

Standard Bank MoneyMarket	244,514	15,897
Standard Bank 32 Day Notice	2,584	2,544
	<b>247,098</b>	<b>18,441</b>

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Notes to the Annual Financial Statements

Figures in R

2021

2020

### 8. Cash and cash equivalents

#### 8.1 Cash and cash equivalents included in current assets:

<b>Cash</b>		
Cash on hand	3,900	3,900
Bank	20,130	29,601
	<u>24,030</u>	<u>33,501</u>

#### 8.2 Net cash and cash equivalents

Current assets	<u>24,030</u>	<u>33,501</u>
----------------	---------------	---------------

### 9. Reserves

#### Capital reserves

Contributions from income	376,189	376,189
Contributions from donations	433,239	433,239
	<u>809,428</u>	<u>809,428</u>

### 10. Revenue

#### Revenue comprises:

Research	-	340
Fees received	27,685	111,742
Government grants received	230,000	230,000
Interest received	5,510	7,594
Rupert Homes Foundation Covid Relief Fund	301,988	5,996
Premiums, claims, annuities and other policy benefits	-	7,857
Rendering of services	-	230
Rent income	38,275	36,630
Sale of goods	5,335	27,757
<b>Total revenue</b>	<u>608,793</u>	<u>428,146</u>

### 11. Cost of sales

#### Cost of sales comprise:

Sale of goods	<u>13,133</u>	<u>22,420</u>
---------------	---------------	---------------

### 12. Other income

#### Other income comprises:

Recovered expenses	<u>13,373</u>	<u>-</u>
--------------------	---------------	----------

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Notes to the Annual Financial Statements

Figures in R	2021	2020
<b>13. Distribution costs</b>		
Distribution costs comprise:		
Delivery expenses	-	2,014
<b>14. Administrative expenses</b>		
Administrative expenses comprise:		
Accounting fees	-	8,753
Bank charges	13,568	17,533
Computer expenses	7,390	4,310
Subscriptions	-	400
Telecommunication	25,653	35,580
<b>Total administrative expenses</b>	<b>46,611</b>	<b>66,576</b>
<b>15. Other expenses</b>		
Other expenses comprise:		
Advertising, printing and stationery	12,501	21,149
AGM expenses	-	444
Cleaning	5,785	12,613
Electricity and water	57,935	99,130
Fuel and oil	-	4,050
Fundraising	-	625
Gifts and entertainment	-	5,828
Insurance	128,010	117,660
Licences and permits	1,530	1,530
Liquor licences	5,000	5,000
Membership fees	400	1,100
Motor vehicle expense	-	3,353
Repairs and maintenance	41,302	58,422
Salaries and wages	62,224	81,725
Security	11,440	5,963
Small tools and equipment	11,935	1,438
Staff functions	-	403
Travel - Local	-	5,080
Website renewal	2,850	2,850
Workshop expenses	-	3,200
<b>Total other expenses</b>	<b>340,912</b>	<b>431,563</b>
<b>16. Surplus / (deficit) from operating activities</b>		
Surplus / (deficit) from operating activities includes the following separately disclosable items		

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Notes to the Annual Financial Statements

Figures in R

2021

2020

### 17. Finance costs

Finance costs included in surplus or deficit:

Bank overdraft

99

-

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Detailed Income Statement

Figures in R	Notes	2021	2020
<b>Revenue</b>	10		
Admission fees		27,685	111,742
Book launch		-	550
Government subsidy		230,000	230,000
Insurance claims		-	7,857
Interest received		5,510	7,594
Reinet House sales		5,335	27,757
Rent income		38,275	36,630
Research		-	340
Rupert Homes Foundation Covid Relief Fund		301,988	5,446
Subscriptions		-	230
		<b>608,793</b>	<b>428,146</b>
<b>Cost of sales</b>	11		
Opening stock		(61,080)	(61,568)
Sale of goods		(15,358)	(21,932)
Closing stock		63,305	61,080
		<b>(13,133)</b>	<b>(22,420)</b>
<b>Gross surplus</b>		<b>595,660</b>	<b>405,726</b>
<b>Other income</b>	12		
Recovered expenses		13,373	-
<b>Distribution costs</b>	13		
Delivery expenses		-	(2,014)
<b>Administrative expenses</b>	14		
Accounting fees		-	(8,753)
Bank charges		(13,568)	(17,533)
Computer expenses		(7,390)	(4,310)
Subscriptions		-	(400)
Telecommunication		(25,653)	(35,580)
		<b>(46,611)</b>	<b>(66,576)</b>

# Graaff-Reinet Museums

Annual Financial Statements for the year ended 31 March 2021

## Detailed Income Statement

Figures in R	Notes	2021	2020
<b>Other expenses</b>	15		
Advertising, printing and stationery		(12,501)	(21,149)
AGM expenses		-	(444)
Cleaning		(5,785)	(12,613)
Electricity and water		(57,935)	(99,130)
Employee costs - salaries		(62,224)	(81,725)
Fuel and oil		-	(4,050)
Fundraising		-	(625)
Gifts and entertainment		-	(5,828)
Insurance		(128,010)	(117,660)
Licences and permits		(1,530)	(1,530)
Liquor licences		(5,000)	(5,000)
Membership fees		(400)	(1,100)
Motor vehicle expense		-	(3,353)
Repairs and maintenance		(41,302)	(58,422)
Security		(11,440)	(5,963)
Small tools and equipment		(11,935)	(1,438)
Staff functions		-	(403)
Travel - Local		-	(5,080)
Website renewal		(2,850)	(2,850)
Workshop expenses		-	(3,200)
		<b>(340,912)</b>	<b>(431,563)</b>
<b>Surplus / (deficit) from operating activities</b>	16	<b>221,510</b>	<b>(94,427)</b>
<b>Finance costs</b>	17		
Bank overdraft		(99)	-
<b>Surplus / (deficit) for the year</b>		<b>221,411</b>	<b>(94,427)</b>









