



treasury

Department  
Treasury  
PROVINCE OF KWAZULU-NATAL

## HARDCAT

**KwaZulu/Natal Provincial Administration**

*Transversal Systems Support Services Unit*

### PROGRESS REPORT

(HARDCAT UTILIZATION)

REPORTING PERIOD:

REPORT ON: (department name)

PREPARED BY:

**Checklist: Compulsory**

**SECTION A**

|   | <b>ASSET REGISTER (HARDCAT)</b>   | <b>YES</b> | <b>NO</b> | <b>REASONS FOR DEVIATION</b> | <b>ACTION PLAN<br/>(Compulsory)</b> | <b>ACTION DATE<br/>(Compulsory)</b> |
|---|---|------------|-----------|------------------------------|-------------------------------------|-------------------------------------|
| 1 | Does the Department have and utilize HARDCAT?   |            |           |                              |                                     |                                     |
| 2 | Does the department have an approved HARDCAT User Account Management Procedure Guide?   |            |           |                              |                                     |                                     |
| 3 | Does the department comply with all the requirements of the HARDCAT User Account Management Procedure Guide?  |            |           |                              |                                     |                                     |
| 4 | Have every user on HARDCAT been trained & understand all functional areas they are expected to work on.   |            |           |                              |                                     |                                     |
| 5 | Does adequate segregation of duties exist on HARDCAT?   |            |           |                              |                                     |                                     |
| 6 | Does the department fully and correctly utilize HARDCAT as an asset register (including HARDCAT purchasing module and other elective modules) in line with all relevant procedure guides and manuals? |            |           |                              |                                     |                                     |
| 7 | Does the department comply with the minimum requirements of an asset register (e.g. R1 value as per practice note number FM-30/2008)  |            |           |                              |                                     |                                     |
| 8 | Does the department generate relevant and necessary reports for filing and to address audit queries?  |            |           |                              |                                     |                                     |

**SECTION B**

| Activities   | Updates on actual activities | Activities still not completed and reason | Problems / Risks / Challenges | Action plan for all Outstanding or Postponed tasks |
|--|------------------------------|---|-------------------------------|--|
| <p><b><u>DATA CAPTURING</u></b></p> <p>Provide a total number of assets on HARDCAT</p> <p>Provide a total number of current asset on HARDCAT</p> <p>Provide a total number of assets owned by the department</p> |                              |   |                               |  |
| <p><b><u>BARCODING</u></b></p> <p>Provide a number of audited assets</p> <p>Provide the last audit date</p>  |                              |   |                               |  |
| <p><b><u>PURCHASING</u></b></p> <p>Provide a total amount of purchase orders</p> <p>Provide a total amount of payments made</p> <p>Provide a total of interfaced payments onto BAS</p>                           |                              |   |                               |  |

**SECTION C**

| Ad-hoc asset management activities  | Updates on daily / ad-hoc asset management activities | Activities still not completed and reason | Problems / Risks / Challenges | Action plan for all Outstanding or Postponed tasks |
|---|---|---|-------------------------------|--|
| <p><b><u>SYSCON</u></b></p> <p>Provide a number of active users on HARDCAT</p> <p>Provide a number of inactive users on HARDCAT</p> |   |   |                               |  |

*The monthly progress report must be signed by the SYSCON or whoever is designated and the CFO or whoever is designated, the monthly progress report will be considered as the true reflection of the current and the exact status of HARDCAT utilization for the department in question. The monthly progress reports must be completed on a monthly basis and submitted to Provincial Treasury by the SYSCON not later than the 15<sup>th</sup> working day of each month.*

SYSCON: \_\_\_\_\_ Date: \_\_\_\_\_

CFO: \_\_\_\_\_ Date: \_\_\_\_\_