

# DEPARTMENT OF EDUCATION

## REPORT OF LOSSES AND DAMAGES TO STORES, EQUIPMENT OR OTHER STATE PROPERTY THROUGH CRIMINAL OR POSSIBLE CRIMINAL ACTS OR OMISSIONS - TREASURY REGULATION 12.5.

- 1. (a) District Office / School / Institution .....
- (b) Registration/reference number .....
- (c) EMIS number: .....
  
- 2. (a) Postal address: .....
  
- (b) Physical address: .....
  
- (c) Tel no: .....Fax no: .....
  
- 3. (a) Responsibility .....
- (b) Objective .....
  
- 4. Nature of incident (i.e. fraud, theft, arson, malicious damage, vandalism, etc.) .....
  
- 5. Date of occurrence .....
  
- 6. Date reported to the Police in writing (A copy must be attached) .....
  
- 7. Person who reported the case to the Police (Initials and surname in block letters) .....
  
- 8. Policestation.....
  
- 9. Police reference number .....
  
- 9.1 If not reported to Police, state reasons why not .....

10. The following information must be furnished

10.1 In the case of burglary and/or theft

10.1.1 How was entry gained? .....

10.1.2 Is the building burglarproofed?

YES
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NO
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10.1.3 Was the building locked?

YES
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NO
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10.1.4 In what were the stolen articles locked? .....

10.1.5 If not, why not? .....

10.2 In the case of arson

10.2.1 Where did the fire start? .....

10.2.2 What was the cause of the fire? (e.g. petrol bomb, veld fire, etc.) .....

10.2.3 Why could the fire not be extinguished? .....

10.3 Does the building have a night watch? .....

10.3.1 If so, was he on duty? .....

10.3.2 If so, what did he see and do to prevent the action? .....

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10.3.3 If not on duty, why not? .....

10.3.4 Is the night watch aware of his duties and are they recorded on his duty sheet?

10.4 Sworn statements by each of the officials concerned (principal, department head, responsible person, night-watch, etc.) must be attached.

10.5 Can the loss or damage be attributed to neglect or default on the part of any person (e.g. principal, teacher, caretaker, night-watch, etc.).

10.5.1 If so, give full particulars, the name of the person responsible and written comments, or a statement and reason why cost should not be recovered from her/him.

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10.6 Who was responsible for the safe custody of the items and was it noted on his/her duty sheet that he/she accepted responsibility after signing an inventory or sub-inventory† .....

10.7 Any further relevant information may be furnished in the form of an annexure and the original must be signed.

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SIGNATURE

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INITIALS AND SURNAME IN BLOCX LETTERS

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CAPACITY

.....

DATE

## INSTRUCTION FOR COMPLETION OF THE REPORT

1. All questions must be answered: (h/A is not an appropriate answer)
2. Original signed forms ELCF 01 (Education Loss Control Form) and one (1) copy signed clear and legible must be submitted to the District Office. The original must be submitted to Head Office and the copy must stay on the file of the District Office. The school/institution must also keep a copy for their records.
3. If the final Police report on official EA Police letterhead is available, it must also be submitted like explained in paragraph 2.
4. Every time a loss occurred it must be reported to the SA Police and a separate ELCF 01 must be completed for every case.
5. When losses of textbooks are reported the Grade as well as the title must be given.
6. Losses of school fund items must be reported to the Police but not to Head Office.
7. When repairs are done it must be dated whether the Department or the school done the repairs.
8. Under no circumstances, any alterations by means of "Tippex", may be made on the form ELCF 01.



**11.2 Damaged equipment (ONLY THE PROPERTY OF THE DEPARTMENT, NO SCHOOL FUND ITEMS)**

What is damaged*	Inventory no.	Serial no.	Is repairs done by the school or the Department†	Quantity	Repairable/ Irrepairable	Repair cost	Book value per item as per VA 8 and VA10
GRAND TOTAL							

11.3 Damaged fixed installations

What is damaged†	Inventory no.	Serial no.	Is repairs done by the school or the Department†	Quantity	Repairable/ Irrepairable	Repair cost	Book value per item as per VA 8 and VA10
GRAND TOTAL							