

## College Bank Account Policy

### Tompi Seleka College of Agriculture

Ref: 15/4/P

2017 Reviewed Edition

Date of Approval: 11 Sept 2017

Recommended by:



Head of Department  
(Maisela, RJ)

2017-09-07

Date

Approved by:



Hon MEC for Agriculture and Rural Development  
Mapula Mokaba-Phukwana (MPL)

11/09/2017

Date

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## 1) Acronyms and abbreviations

CFO	Chief Financial Officer
DORA	Division of Revenue Act
HOD	Head of Department
MEC	Member of Executive Committee
LDARD	Limpopo Department of Agriculture and Rural Development
PFMA	Public Finance Management Act



## **2) Executive summary**

This Policy addresses matters relevant to the College Bank Account Policy and include matters such as the opening of the College Account, Appointment of Signatories to the College Account, Deposits into the College Bank Account, the Administration and utilization of the College Bank Account, etc.

The Scope of application as well as the legal framework for this Policy and the purpose as well as objectives are stipulated clearly within this Policy document.

## **3) Introduction**

The Limpopo Department of Agriculture and Rural Development (LDARD) has a mandate to, amongst others, administer the financial affairs of the two Colleges of Agriculture, Madzivhandila College of Agriculture and Tompi Seleka College of Agriculture.

The Chief Financial Officer (CFO) of the LDARD has delegated powers in terms of the Public Finance Management Act (PFMA), Act 1 of 1999 to control all expenditure and revenue accrued to the LDARD and Agricultural Training Colleges by his/her office.

## **4) Purpose and objectives**

The purpose of this Policy is to provide a framework for the management of the College Bank Account and to ensure that the College Bank Account is administered in accordance with Treasury Regulations, guidelines and provincial gazette announcements and notices which is relevant.

This Policy has the objective to regulate the use of the College Bank Account and provide guidelines on the management of the College Bank Account.

## **5) Authority**

This Policy is issued under the custodianship of the Hon MEC of the Limpopo Department of Agriculture and Rural Development and the Head of Department as Accounting Officer.

## **6) Legal Framework**

- Public Finance Management Act (Act 1 of 1999)
- Treasury Regulation – Part 4, Section 7 & Section 15.10
- Provincial Gazette Vol. 6 (16 July 1999), no. 442
- Division of Revenue Act (DORA) (Act 5 of 2013)

## **7) Scope of application**

This Policy applies to the two Agricultural Training Colleges under the management of the Limpopo Department of Agriculture and Rural Development, namely:

- i) Madzivhandila College of Agriculture
- ii) Tompi Seleka College of Agriculture

## **8) Definitions**

For the purpose of this specific Policy, the following terms will bear the meaning as described below:

- College Account:** Refer to the bank Account used to deposit all monies received by the College from student fees as well as donations.
- Donations:** Refer to all declared contributions to the Colleges from donors or private parties contributing in good will.
- Colleges:** Refer to the two Agricultural Training Colleges under the management of the Limpopo Department of Agriculture and Rural Development, namely: Tompi Seleka College of Agriculture and Madzivhandila College of Agriculture.
- Rector:** Refer to the Head of the Institution.

## 9) Policy Pronouncements

### 9.1 Opening of the College Bank Account

There is currently an existing College Bank Account which was opened according to the prescribed procedure. Should any other College Bank Account be needed, the prescribed procedure should be followed:

#### STEPS:

- i) The CFO of the LDARD should apply in writing to the Provincial Treasury for approval to open a College Bank Account
- ii) Upon receipt of a written approval from Provincial Treasury, the CFO shall advise the management of the Agricultural Training Colleges to open a College Bank Account
- iii) However, each Agricultural Training College must ensure that all funds towards the College are being collected and safeguarded in terms of Section 7 of the Treasury Regulations.

### 9.2 Appointment of Signatories to the College Bank Account

The HOD (or a delegated official) shall appoint signatories to the College Bank Account in writing.

Only officials of the two relevant Colleges can be appointed to the College Bank Account.

### 9.3 Deposits into the College Bank Account

The inflow into the College Bank Account consist of the following:

- I) Student fees include:
  - a) Tuition fees
  - b) Boarding fees
  - c) Student practical fees
  - d) Sport fees
  - e) Administration fees
  - f) Library fees
  - g) Fees collected by means of fines
- II) Donations consist of money donated to the specific College/s.

#### **9.4 Administration and Utilisation of the College Bank Account**

##### A) Role of the Rector:

The Rector of the College and/or Officials delegated by him/her must:

- a) Keep proper and complete records of all funds received and of all transactions made through the College Bank Account.
- b) Prepare monthly reports on all receipts incurred against the College Bank Account.
  - i) These monthly reports need to be done according to the prescribed format
  - ii) These monthly reports need to be submitted to the office of the CFO

##### B) Utilisation of the College Funds:

The College Funds should be utilised in accordance with all relevant prescripts.

##### C) Collection of College Funds:

- a) All monies should be collected and banked in accordance with Section 15.10 of the Treasury Regulations.
- b) Only designated officials (who has been appointed in writing according to 9.2 of this Policy document) may collect and bank funds.
- c) A checking officer must be appointed in a rank above that of cashier to check and control the flow of funds on a daily basis.
- d) The Rector at each College (or a person delegated by him/her) should certify the correct reconciliation statement and a return be forwarded to the CFO on a monthly basis.
- e) The Reconciliation of the Account will be done manually and through the student administration system on a monthly basis by the checking officer.

##### D) Expenditure:

- a) No withdrawals may be made from the College Bank Account by the Colleges.
- b) All expense needed by the Agricultural Training Colleges are paid by the LDARD.
- c) All expenditure regarding the Agricultural Training Colleges should be done according to the Procedure Manual.
- d) Any payments from the College funds should be recommended by the Finance Committee and approved by the Rector (or person delegated by him/her) of the relevant Agricultural Training College.
- e) The Treasurer of the College should keep the Fund Requisitions forms.

##### E) Control:

The Rectors of the Agricultural Training Colleges should ensure that returns of income and expenditure are sent to the office of the CFO on a monthly basis.

**10) Default**

No deviation from this Policy will be allowed. Should any deviation from this Policy be needed, it will only be permitted (i) after submission of a proper written motivation to the HOD and (ii) with the written permission of the HOD.

**11) Inception date**

The inception date is the date of approval – as indicated on the cover page of this Policy.

**12) Termination and review**

This Policy will be reviewed every three years (or as and when a need arise).


Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

**13) Enquiries and reporting**

All enquiries regarding this College Bank Account Policy should be directed towards: Tompi Seleka Agricultural College at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

**Recommended:**

  
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**Head of Department**  
**(Maisela, RJ)**

2017-09-07  
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**Date**

**Approved:**

  
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**Hon MEC for Agriculture and Rural Development**  
**Mapula Mokaba-Phukwana (MPL)**

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