



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

**POLICY ON CASH MANAGEMENT
DEPARTMENT OF SPORT, ARTS & CULTURE**

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LIMPOPO PROVINCIAL GOVERNMENT
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1. PREAMBLE

The Department of Sport, Arts and Culture effects its payment through Electronic Bank Transfers [EBT], except in situations involving small payments which do not warrant EBT and where payment is required at a short notice. Petty cash shall be used to cater for such situations. Debtors also pay the Office by EBT, Cash or Cheques.

2. PURPOSE

To ensure that proper control is maintained for the management of petty cash, money received from debtors and equitable share.

3. AUTHORISATION

This policy is authorized in terms of:

- 3.1 Public Finance Management Act, 1999 (Section 38(1)(3)(iii); and
- 3.2 Treasury Regulations (Paragraph 15.10 of Part 6)

4. POLICY PROVISIONS

4.1. Petty Cash

4.1.1 The Department of Sport, Arts and Culture shall keep an amount of R2000.00 as petty cash. The petty cash amount shall be replenished on a regular basis to ensure that adequate cash is available for sundry payments. Petty cash must be kept separately from other moneys in a lockable safe in a petty cash box.

4.1.2 The official responsible for the key of the petty cash safe must be appointed in writing.

4.2 Payment from Petty Cash

4.2.1 A petty cash voucher must be duly completed and authorized by the Chief Financial Officer or delegate before any petty cash can be paid.

- 4.2.2 Individual petty cash payments shall not exceed R100, however; an approval may be obtained in extreme cases at the discretion of the Chief Financial Officer to make payments in excess of R100.00.
- 4.2.3 No cheques may be cashed from petty cash.
- 4.2.4 Petty cash may under no circumstances be used for private purposes.
- 4.2.5 Only non-stock items may be purchased from petty cash float.
- 4.2.6 Petty cash account must be reconciled on a monthly basis.
- 4.2.7 All supporting documents must be attached to the petty cash voucher.

5. RECEIPTS FROM DEBTORS

- 5.1 A receipt must be issued for all moneys received from debtors.
- 5.2 All money received must be banked a day after date of receipt.
- 5.3 Debtor's Statement must be sent to all existing debtors on a monthly basis.

6. EQUITABLE SHARE

The Office receives equitable share from the Provincial Treasury on a monthly basis.

- 6.1 The equitable share must be equal to the cash flow forecast as submitted to Treasury. Any discrepancy must be investigated and reported to the Chief Financial Officer.
- 6.2 The manager responsible for Revenue management must inform the head of Expenditure in writing the amount, which could be spent, on creditors on a weekly basis.
- 6.3 The manager responsible for Revenue management shall ensure a positive bank balance in the Paymaster General Account.
- 6.4 Disciplinary action may be taken against the manager responsible for Revenue in a case of an overdraft.
- 6.5 All rejected payments must be recorded against a suspense account, from which another payment must be effected.

7. SCOPE OF APPLICATION

The policy shall be applicable to all employees in the Department of Sport, Arts and Culture.

8. MONITORING

It is the responsibility of the office of the Sub-branch budget, salaries and expenditure to monitor and report on compliance to the policy provisions by all employees in the Department of Sport, Arts and Culture.

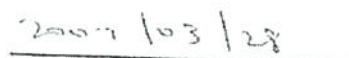
9. AMENDMENTS OF POLICY

The cash management policy shall be amended as and when necessary and it shall follow the initial process of policy development.

~~Recommended/Not Recommended~~

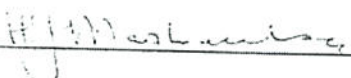


HEAD OF DEPARTMENT

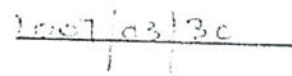


DATE

Approved /Not-Approved:



MEMBER OF EXECUTIVE COUNCIL



DATE