



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF AGRICULTURE

### MADZIVHANDILA COLLEGE

#### COLLEGE ACCOUNT POLICY

Ref: NO: 15/4/P

Date of Effect: 01 January 2015

Date of Approval: .....

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RJ Maisela  
Head of Department

2014-12-19

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Date

Approved / ~~Not Approved~~

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BAJ Matshoge  
MEC : Limpopo Department of Agriculture

14/1/2015

.....  
Date

## COLLEGE ACCOUNT POLICY

### ACRONYMS

LDA	: Limpopo Department of Agriculture
HOD	: Head of Department
MEC	: Member of Executive Council
CFO	: Chief Financial Officer
PFMA	: Public Finance Management Act

### 1. DEFINITIONS

<b>College account</b>	The bank account used to deposit all monies received by the college from student fees and donations and for payment of emergency and minor transactions.
<b>Donations</b>	All declared contributions to the Department from donors or private party contributing in good will.
<b>Colleges</b>	Madzivhandila and Tompie Seleka.
<b>DORA</b>	Division of Revenue Act
<b>Rector</b>	Head of the institution

### 2. INTRODUCTION

2.1 Limpopo Department of Agriculture has a mandate to manage and administer the financial affairs of the two colleges of Agriculture.

2.2 The CFO has delegated powers in terms of Public Finance Management Act, Act 1 of 1999 to control all expenditure and revenue accrued to the department, private entity and colleges controlled by his /her office.

### 3. PURPOSE

To provide a framework for the management of the college account and to ensure that the college account is administered in accordance with Treasury Regulations, guidelines and provincial gazettes.

### 4. POLICY OBJECTIVES

To regulate the use of the college account and provide guidelines on the management of the account.

## **5 LEGAL FRAME WORK**

- (a) Public Finance Management Act, Act 1 of 1999
- (b) Treasury Regulation Part 4 section 7
- (c) Provincial Gazette vol. 6.16 July 1999 no. 442
- (d) DORA

## **6 SCOPE**

The policy applies to the two colleges under the management of the Limpopo Department of Agriculture.

## **7. OPENING OF THE COLLEGE ACCOUNT**

- (a) The CFO of the department shall apply in writing to the Provincial Treasury for approval to open a college account.
- (b) Upon receipt of a written approval from Treasury the CFO shall advise management of the college to open a college bank account.
- (c) However each college must ensure that funds to the college are being collected and safeguarded in terms of section 7 of the Treasury Regulations.

## **8. APPOINTMENT OF SIGNATORIES TO THE COLLEGE ACCOUNT**

- (a) The Head of Department or a delegated official shall appoint in writing signatories to the College Account.
- (b) Only officials of the college can be appointed as signatories to the college account.

## **9. DEPOSITS INTO THE COLLEGE ACCOUNT**

- (a) The college account consists of money received from student fees and donations.
- (b) Student fees include tuition, boarding, student practical, sports, administration and library fees and fines.
- (c) Donations consist of all monies donated to the college.



## **10. ADMINISTRATION AND UTILIZATION OF COLLEGE ACCOUNT**

(a) The Rector and officials designated by him/her must ;

- (i) Keep proper and complete records of all funds received and spent and of all financial transactions made through the college account.
- (ii) Prepare monthly reports on all receipts and expenditure incurred against the college account in a prescribed format for submission to the office of the CFO.

### **(b) Utilization of college fund**

The college fund should be utilized in accordance with the provisions of this policy.

### **(c) Collection of college fund**

- (i) All monies should be collected and banked in accordance with section 15.10 of the Treasury Regulations.
- (ii) Only designated official(s) who is appointed in writing must collect and bank funds, 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. The Rector or any person delegated by him/her should certify correct reconciliation statement and a return be forwarded to CFO on a monthly basis.
- (iii) Reconciliation of account will be done manually and through student admin system on a monthly basis by the checking officer.

### **(d) Expenditure from College account:**

- (i) The management of the college should regulate all expenditure from college fund. Expenditure should be done according to the procedure manual.
- (ii) The Treasurer of the college should keep the fund requisitions forms and a cheque book.
- (iii) Any payment from college fund should be recommended by the Finance Committee and approved by the rector or any person delegated by him/her.

### **(e) Control**

The Rector should ensure that returns of income and expenditure are sent to the office of the CFO on monthly basis.

## 11. POLICY REVIEW

The policy shall be reviewed after every two years or as and when a need arises with permission from the MEC .

Recommended:



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Maisela, RJ  
(Head of Department)

2014-12-19

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Date

Approved:



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Matshoge, BAJ  
(Hon MEC for Agriculture)

13-01-15

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Date