

DEPARTMENT OF SPORT, ARTS AND CULTURE
LIMPOPO PROVINCIAL GOVERNMENT
REVENUE MANAGEMENT POLICY

1. PREAMBLE

The Department of Sport, Arts and Culture has deemed it necessary to have a policy on revenue management to provide guidelines for the identification, collection, recording, reconciliation and safeguarding of all revenue.

2. PURPOSE

To ensure that proper controls are maintained for the efficient and effective management of revenue.

3. AUTHORISATION

This policy is authorized in terms of the Public Finance Management Act and the Treasury Regulations.

4. SCOPE OF APPLICATION

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

5. SOURCE OF REVENUE

5.1 The Department's main sources of revenue are entrance fees from Provincial events and sales of tender documents.

5.2 Revenue shall also be generated from sale of redundant or obsolete property and auction or sale of excess animals at museums

6. POLICY MEASURES

6.1 Administration of revenue

6.1.1 Appointment of revenue staff

6.1.1.1 The department shall appoint a cashier who will be responsible for the daily receiving of money.

6.1.1.2 All other officials dealing with revenue shall be appointed in writing.

6.1.2 Revenue budget

- 6.1.2.1 The Revenue manager shall be responsible for compiling the revenue budget and submitting same to Provincial Treasury.
- 6.1.2.2 All tariffs shall be reviewed annually and Treasury approval shall be obtained for any adjustments in tariffs

6.1.3 Revenue Collection

- 6.1.3.1 The cashier shall be responsible for receiving all moneys of the department.
- 6.1.3.2 Receipts shall be issued for all moneys received.
- 6.1.3.3 The cashier shall reconcile the receipts and actual moneys received on a daily basis.
- 6.1.3.4 A state accountant shall record all receipts in the cashbook and reconcile the cashbook with the bank deposit book.
- 6.1.3.5 All moneys received for the day shall be banked the following working day.
- 6.1.3.6 The banking shall be prepared by the cashier and the state accountant.
- 6.1.3.7 The deposit book shall indicate the starting and the ending numbers of the receipts banked.
- 6.1.3.8 The total amount of these receipts shall be equal to actual cash banked.
- 6.1.3.9 The cashier and the state accountant shall sign the deposit book.

6.1.4 Safekeeping of face value records

- 6.1.4.1 The revenue manager shall be responsible for the safekeeping of the face value records of the unit.
- 6.1.4.2 He/She shall maintain an economic order point of two (2) receipts books,

6.1.5 Reporting

- 6.1.5.1 The revenue manager shall report on a monthly basis all revenue generated to be included in the In-Year Monitoring report.

6.1.6 Paying over to Provincial Revenue Fund

- 6.1.6.1 The revenue manager shall prepare on a monthly basis the payment of revenue to Provincial Revenue Fund.

6.1.7 Shortages and Surpluses

- 6.1.7.1 All shortages shall be recovered from the official/s concerned.
- 6.1.7.2 All surpluses shall be forfeited to the department and the responsible official shall be subjected to disciplinary hearing.

6.2 MONITORING

- 6.2.1 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.

6.3 POLICY IMPLEMENTATION

- 6.3.1 The policy shall come into effect on the first date of the month following the month which the executing authority approved the policy.

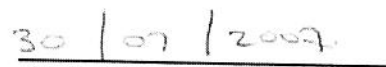
6.4 AMENDMENTS OF POLICY

- 6.4.1 This policy shall be amended as and when necessary and it shall follow the initial process of policy development

Recommended/~~Not Recommended~~



HEAD OF DEPARTMENT

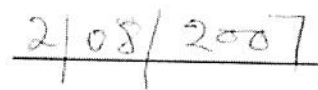


DATE

Approved /~~Not Approved~~:



MEMBER OF EXECUTIVE COUNCIL



DATE