

MEMORANDUM

TOPIC DELEGATIONS OF AUTHORITY

To: Senior Manager: Financial Management
Senior Manager: Financial Operations
Manager: Budget Office
Manager: Financial Statements and Returns
Manager: Data Processing
Manager: Revenue
Manager: Expenditure
Manager: Supply Chain Management
Stock Controller
Employees that are authorised to prepare requisitions
Supply Chain Management officials
Other Finance officials

Copy: Municipal Manager

From: Director: Financial Services (Chief Financial Officer)

File: 2/2/1

Date: 21 February 2017

1. This delegation document replaces all previous delegations.
2. This document must also be read in conjunction with the delegations approved by Council as per R73/12-12 (*Delegations of the Finance Directorate*), and R15/3-14 (Delegation to make investments).
3. The delegations in this document refer to Section 82 of the Municipal Finance Management Act No 56 of 2003. In terms of this section, the Chief Financial Officer may sub delegate any of the duties referred to in section 81(1)(b), (d) and (e) of this Act to any employee in the budget and treasury office.
4. This delegation document differentiates between three levels of authority, being Senior Managers, Manager and other employees that are authorised to prepare requisitions or authorised orders.

5. There must be a clear segregation between the following functions:
- Officials preparing or requesting the procurement of goods and/ or services (*this should be officials at a level below the Managers*);
 - Official who approves the requisition (*this should be the Managers*); and
 - Official who approves the payment up to a certain monetary value (*this should be the Senior Managers*).

6. Vote number restrictions

The Managers, Senior Managers, Stock Controller and Head Accountant: Expenditure are given authority to approve requisitions or payments on the following vote numbers only:

<u>Position</u>	<u>Vote number</u>
Senior Manager: Financial Management	108, 109, 110, insurance expense on all cost centres
Senior Manager: Financial Operations	102, 103, 104, 105, 106, 107, 422010101
Manager: Budget Office	109
Manager: Financial Statements and Returns	108, insurance expense on all cost centres
Manager: Data Processing	110
Manager: Revenue	102, 107
Manager: Expenditure	103, 104, 106, 422010101
Manager: Supply Chain Management	105
Stock Controller	422010101
Head Accountant: Expenditure	103, 104

The delegations of personnel other than the managers, senior managers and the stock controller are given elsewhere in the document.

7. Preparation of requisitions

Refer to Annexure 1 for the list of employees that are given authorisation to prepare requisitions.

8. Authorisation of requisitions

The delegations for the authorisation of requisitions, with the exception of inventory (see section 11 below), and after all Supply Chain Management policies and procedures were adhered to, are limited to:

<u>Position</u>	<u>Amount</u>
Senior Manager: Financial Operations	R200 000 – R2 000 000
Senior Manager: Financial Management	R200 000 – R2 000 000
Manager: Budget Office	R200 000
Manager: Financial Statements and Returns	R200 000
Manager: Data Processing	R200 000
Manager: Revenue	R200 000
Manager: Expenditure	R200 000
Manager: Supply Chain Management	R200 000
Head Accountant: Expenditure	R50 000

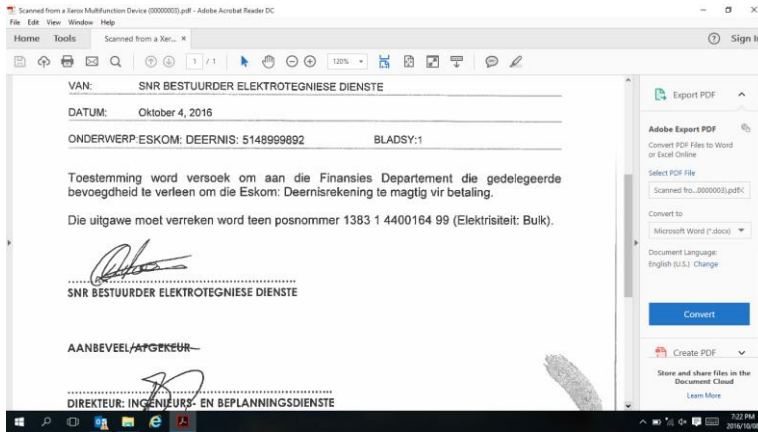
9. Authorisation of payment instructions

The delegations for the authorisation of payment instructions, after all Supply Chain Management policies and procedures were adhered to, are given to Senior Managers only, with the provision that the authorisation of the requisition and payment authorisation must not be the same person, and are limited to:

<u>Position</u>	<u>Amount</u>
Senior Manager: Financial Management	R200 000
Senior Manager: Financial Operations	R200 000

10. Eskom Indigent 5148999892

The Manager: Income is hereby given the delegated authority to authorized the Eskom Indigent account for payment.



11. Preparation of requisitions of face value documents and the approval thereof

Refer to Annexure 3 and 4 for the list of line items and approval from the Director: Community Services. The following employees are given authorisation to prepare requisitions for this.

<u>Person</u>	<u>R-value restriction per transaction</u>
Clerk: Salaries (Willem Calitz & Chantell Delport)	R10 000

The following employees are given authorisation to approval of the requisition for this.

<u>Person</u>	<u>R-value restriction per transaction</u>
Manager: Expenditure	R10 000
Head Accountant: Expenditure	R10 000

12. Inventory

The delegation for the ordering of stock is as follows:

(a) Preparation of requisitions

Refer to Annexure 1 for the list of employees that are given authorisation to prepare requisitions.

(b) Authorisation of stock requisitions

The delegation for the authorisation of stock purchases requisitions, after all Supply Chain Management policies and procedures were adhered to, is limited to:

<u>Position</u>	<u>Line item</u>	<u>R-value</u>
Manager: Expenditure	422010101	R600 000
Stock Controller	422010101	R200 000

13. Bank payments

Refer to Annexure 2 for the list of employees that are given authorisation to make payments from the municipality's bank account. These profiles are based on previous authorisations.

14. Authorisation of order forms and issuing of orders

SCM must verify compliance in terms of the SCM policy and are delegated to approve orders as follows:

<u>Position</u>	<u>Authorization of orders</u>
Senior Manager: Financial Operations	Above 100 000 (if Manager Supply Chain Management is not at work)
Manager: Supply Chain Management	Above 100 000
Senior Accountant: Acquisition/ Demand Senior Accountant: Compliance Accountant: Contract Management	R30 000 – R99 999
SCM Practitioners: Demand	Below R30 000

15. Three price quotations not obtained

Written price quotations must be obtained in writing from at least three different providers. If it is not possible to obtain at least three quotations, the reasons must be recorded and approved by any of the following three officials:

- Manager: Supply Chain Management;
- Senior Accountant: Compliance; and
- Senior Accountant: Acquisitions/ Demand.

16. Journals

<u>Type</u>	<u>Checked</u>	<u>Approval</u>
Debit journals: Services & Sundries, Property rates, Debt	Relevant senior clerk	Relevant senior accountant, Manager: Income & Senior

Type	Checked	Approval
collection		Manager: Financial Operations
Credit journals: Services & Sundries, Property rates, Debt collection	Relevant senior clerk	Relevant senior accountant, Manager Income & Senior Manager: Financial Operations
Creditors & Expenditure	Relevant senior accountant	Head Accountant: Expenditure, Manager: Expenditure & Senior Manager: Financial Operations
Stores	Stores Controller or Manager: Expenditure	Manager: Expenditure or Senior Manager: Financial Operations (not same person that reviewed the journal)
Revenue allocation	Relevant Accountant	Manager: Income & Senior Manager: Financial Operations
Property rates	Valuations Officer	Manager: Income
Financial management division (AFS & Returns division, Assets division, Insurance division, Data division)	Senior Accountant, Head accountant, Manager	Senior Manager: Financial Management
Annual Financial Statements	Managers	Senior Manager: Financial Operations & Senior Manager: Financial Management
Financial management division (AFS & Returns division, Assets division, Insurance division, Data division)	Senior Accountant, Chief Accountant, Manager	Manager: AFS and Returns; Senior Manager Financial Management

17. Authorisation of leave

All leave, excluding overtime leave authorisations, is delegated in terms of the table below, which is restricted with the various task levels and departments. The overtime leave that can be taken off in accordance with the overtime policy must be recommended by the Senior Managers to the CFO for his final approval.

<u>Position</u>	<u>Post levels</u>
Senior Manager: Financial Management	T15 – 17
Senior Manager: Financial Operations	T15 – 17
Manager: Budget Office	T1 – 14
Manager: Financial Statements and Returns	T1 – 14
Manager: Data Processing	T1 – 14
Manager: Revenue	T12 – 14
Manager: Expenditure	T1 – 14
Manager: Supply Chain Management	T1 – 14
Senior Accountant: Services and Sundry Debtors	T1 – T11
Senior Accountant: Collections	T1 – T11
Senior Accountant: Property Rates	T1 – T11
Senior Accountant: Compliance	T1 – T13
Senior Accountant: Acquisition	T1 - T13

18. Authorisation of out-of-town travel and accommodation

Senior Managers are given authority to approve out-of-town travel up to the following post levels:

<u>Position</u>	<u>Post level</u>
Senior Manager: Financial Management	T1 – 17
Senior Manager: Financial Operations	T1 – 17

19. Overtime

No sub-delegation will be put in place for overtime payment. Before overtime is worked, a recommendation needs to be made by the Manager or Senior Managers to the CFO for consideration.

20. Standby and the related overtime thereon

The Manager: Expenditure and Manager: Revenue is permitted to authorize standby and any related overtime thereon in their respective departments.

21. Acting capacity as Chief Financial Officer

When the CFO is not in the office, a recommendation to the Municipal Manager will be made in respect with the appointment of an acting CFO.

Once the Municipal Manager approves a person to act as CFO, this appointed person will assume all duties as CFO.

22. Writing of memorandums and letters

All memorandums and letters must be signed by the relevant Senior Managers and the CFO must be copied.

The Manager: Revenue may sign debtors' collection letters relevant to that department.

The Manager: Supply Chain Management may sign the notification letter to the approved bidder of a tender.

23. Reports

All reports must be signed by the CFO after it was duly reviewed by the Senior Managers.

24. Providing of comments on reports on behalf of Finance/ CFO

Where comments are provided on reports written by other staff on behalf of Finance or the CFO, the CFO, Senior Managers and Managers must be copied into.

The name of the Finance official that comments on behalf of Finance or the CFO must be written in brackets in the relevant reports. (example: COMMENTS: CHIEF FINANCIAL OFFICER (Joop Luus)).

25. Time and Attendance ("T&A")

All manual T&A corrections to be done in accordance with the T& A policy are delegated in terms of the table below, which is restricted to each department.

<u>Position</u>	<u>Post level</u>
Senior Manager: Financial Management	T15 – 17
Senior Manager: Financial Operations	T15 – 17
Manager: Budget Office	T1 – 14
Manager: Financial Statements and Returns	T1 – 14
Manager: Data Processing	T1 – 14
Manager: Revenue	T12 – 14
Manager: Expenditure	T1 – 14
Manager: Supply Chain Management	T1 – 14
Senior Accountant: Services and Sundry Debtors	T1 – T11
Senior Accountant: Collections	T1 – T11
Senior Accountant: Property Rates	T1 – T11
Senior Accountant: Compliance	T1 – T13
Senior Accountant: Acquisition	T1 - T13
Head: Accountant: Expenditure	T1 – T12

26. Issuing of clearance certificates to allow the transportation of properties

Any three of the following officials are mandated to sign rates clearance certificates:

- Senior Manager: Financial Operations
- Manager: Revenue
- Chief Valuer
- Senior Accountant: Property rates

27. Authorised signatories for borrowings

The following officials are authorised to co-sign internal control documents relating to section 45 and 46 of the MFMA borrowings already approved by the Municipal Manager and Council:

- Senior Manager: Financial Management
- Manager: Financial Statements and Returns

28. Authorisation to approve budget exceeded transactions

Person	Position	Type of transaction	Value per transaction
Marius Smit	Stores Controller	Fuel issues	R2 000
Etienne Scholtz	Creditor Controller	Cashbook, Standard Expense and GRV payments	R100 000
Naomi Rossouw	Controller: Finance	Journals	Unlimited

29. Authorisation to approve stock levels for once off purchases over and above maximum re-order level:

- Stores controller

Signed by:



Stefan Vorster
Chief Financial Officer

Annexure 1 - Preparation of requisitions

The following employees are authorised to prepare requisitions:

<u>Employee</u>	<u>Vote number</u>	<u>R-value</u>
<u>Expenditure</u>		
Erna Roux	103	Unlimited
Magdaleen Ellis	103	Unlimited
Monica Khulu	106 and 422010101	Unlimited
Marius Smit	106	Unlimited
Jacob Mohala	106 and 422010101	Unlimited
Karel Marcus	106 and 422010101	Unlimited
Arend van der Westhuizen	106 and 422010101	Unlimited
Sammy Cloete	104	Unlimited
Rhoda Tomlinson	104	Unlimited
<u>AFS, Assets and insurance</u>		
Derek Conradie	Insurance expenses on all cost centres	Unlimited
Yondela Makalima	Insurance expenses on all cost centres	Unlimited
Corrie Lubbe	108 plus Insurance expenses on all cost centres	Unlimited
Henery Damons	108	Unlimited
Theodorr Williams	108	Unlimited
Neliswa Koikanyang	108	Unlimited
Douglas Smith	108	Unlimited
<u>Data</u>		
Dean Hein	110	Unlimited
Naomi Rossouw	110	Unlimited
<u>Budget</u>		
Marlon Dirks	109	Unlimited
Naomi Rossouw	109	Unlimited
Gregory Smit	109	Unlimited
<u>Income</u>		
Senior Accountant: Collections	102	Unlimited
Brenda Barnes	102	Unlimited
Carlo Cloete	102	Unlimited
Hilton Smith	102	Unlimited
Royden Louw	102	Unlimited
Janome Blaaw	102	Unlimited
<u>Supply Chain</u>		
Bentley Louw	105	Unlimited
Rukea Adams	105	Unlimited
Nqobile Myeni	105	Unlimited
<u>CFO</u>		
Gailyn Julius	100, 102, 103, 104, 105, 106, 107, 108, 109, 110	Unlimited
Naomi Rossouw	100	Unlimited

Annexure 2 – Bank profiles

Operator Name	Beneficiaries		Payments		Collections	
	Create	Release	Create	Release	Create	Release
Etienne Johan Scholtz BHL14	no	no	no	no	no	no
Sammy Cloete DF797	no	no	yes	no	no	no
Riana De Kock DF800	no	yes	no	yes	no	yes
Johan Van Coller DF801	no	yes	no	yes	no	yes
Sybil Loubser DF802	no	no	no	no	no	no
Jorika VD Walt DF805	Yes	no	yes	no	yes	no
Dean Hein DF806	Yes	no	yes	no	yes	no
Naomi Rossouw DF807	Yes	no	yes	no	yes	No
Allan Bester DF811	no	no	no	no	no	No
Derick Conradie DF812	no	yes	no	yes	no	Yes
Rochelle Rooms DF815	no	yes	no	yes	no	Yes
Rupert Manuel	Yes	no	yes	no	yes	no
HJ Roux PEI37	no	no	no	no	no	no
CJ Lubbe XUV53	no	yes	no	yes	no	yes
Neliswa Koikanyang YTT22	no	yes	no	yes	no	yes
Johann Voss	no	yes	no	yes	No	yes
Easton Vergotine	no	yes	no	yes	No	yes
Hetta Snyders	no	yes	no	yes	No	yes
Jannie Bester	no	yes	no	yes	No	yes
Mandy Cornett	no	yes	no	yes	no	yes
Gregory Smit	no	yes	no	yes	no	yes
Henery Damons	no	yes	no	yes	no	yes
Rhoda Tomlinson	no	yes	yes	no	no	No
Sandiso Gcwabe	no	yes	no	yes	no	yes
Theodorr Williams	no	yes	no	yes	no	yes
Douglas Smith	no	yes	no	yes	no	yes
Igshaan Oosterwyk	no	yes	no	yes	no	yes
Magdaleen Ellis	no	no	no	no	no	no
Meagan Visagie	no	no	no	no	no	no
Marlon Dirks	no	yes	No	yes	no	Yes

Operator Name	Verify bank details	Download bank statements	Do stop payments
Allan Bester DF811	yes	No	No
HJ Roux PEI37	yes	No	No
Magdaleen Ellis	yes	No	No
Etienne Johan Scholtz BHL14	yes	yes	Yes
Sybil Loubser DF802	yes	yes	Yes
Meagan Visagie	yes	Yes	Yes

Annexure 3 – Face value documents (Community Services)

From: Marais, Jacques
Sent: 19 February 2015 12:10 PM
To: Luus, Joop
Cc: Zimri, Freddy; Julies, Randile
Subject: RE: Amended delegation document

I hereby authorizes the CFO to proceed with the procurement of the face value documents in respect of my Directorate within the available budget.

Jacques Marais
Director: Community and Operational Services

From: Luus, Joop
Sent: 19 February 2015 11:43 AM
To: Marais, Jacques; Mbaliswana, Phumzile
Cc: De Kock, Riana; Vorster, Stefan
Subject: FW: Amended delegation document

Jacques/Phumzile,

See the request from Riana de Kock.

It will be appreciated if you could authorise the CFO to purchase the under mentioned face value documents, applicable to your directorate's budgeted line items:

Biblioteek	Boete Boekies	14101440010599
Biblioteek	Kwitansie boeke (verlore)	14101440010599
Begraafplaas	Kwitansie boeke	12071440010599
Columbine Reserlaat	Volwasse toegang	12371440010599
Columbine Reserlaat	Kinder toegang	12371440010599
Columbine Reserlaat	Kwitansie boeke	12371440010599
Hondebelasting	Boeke & Plaatjies	14402140000599
Informele Handel	Informele Handel	14401440010599
Kwitansies	Handgeskrewe	11041440010599
Laingville Vakansie Oord	Kwitansies	12311440010599
Saldanha Vakansie Oord	Kwitansie boeke	12361440010599
Saldanha Vakansie Oord	Set-Set Baan	12361440010599
Saldanha Vakansie Oord	Volwasse toegang	12361440010599
Saldanha Vakansie Oord	Kinder toegang	12361440010599
Tabakbaai Vakansie Oord	Kwitansies	12321440010599
Tabakbaai Vakansie Oord	Volwasse toegang	12321440010599
Tabakbaai Vakansie Oord	Kinder toegang	12321440010599
Tabakbaai Vakansie Oord	Volwasse Swembad	12451440010599
Tabakbaai Vakansie Oord	Kinder Swembad	12451440010599
Tabakbaai Vakansie Oord	Golfbaan	12321440010599

Your response is awaited.

Joop Luus

Annexure 4 – Face value documents (Corporate Services)

From: Mbaliswana, Phumzile
Sent: 19 February 2015 01:54 PM
To: Luus, Joop; Mario.Jacobs@smb.gov.za
Subject: RE: FW: Amended delegation document

Thank you.

I couldn't open your document in your previous email.
Authorisation granted.

Sent from my Sony Xperia™ smartphone

---- Luus, Joop wrote ----

Phumzile,

Our salary department has the function to ensure that face value documents be purchased and safe guarded. They in fact act in essence as a store for face value documents to be available when needed by the applicable department. This face value documents are kept in a safe with strict documentation to be kept.

These purchases are allocated to the costing centre of origin.

Currently, this section issue the requisition which is to be authorised by the relevant department. An order is issued based on the requisition after the SCM process has been followed. They receive the face value documents and capture the receiving in a register. The invoice is then sent to the relevant department for authorisation.

The following face value documentation is applicable to your directorate:

Library	Fines/Penalty books	Costing Centre 14101440010599
Library	Receipting Books	Costing Centre 14101440010599
Dogs	Dog Licenses	Costing Centre 14401440010599

Trusting it is more understandable.

Regards

Joop Luus