

# BA-PHALABORWA LOCAL MUNICIPALITY



## FINANCIAL DELEGATIONS POLICY

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PROCEDURES AND PRINCIPLES ON FINANCIAL  
DELEGATIONS

**2026-2027**

Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations
1.	Ensure that commitments or spending of municipal funds are authorised by duly delegated officials in accordance with MFMA section 79, and only within approved budget allocations as required by MFMA section 15	All employees with financial responsibilities as designated in writing by the Municipal Manager	<ul style="list-style-type: none"> <li>• Written designation must specify exact delegation limits</li> <li>• Budget availability must be verified before commitment (Section 15 MFMA) • Delegation register must be maintained and updated by CFO (Section 79 MFMA)</li> <li>• Annual review of all delegations required</li> <li>• No delegation may exceed the delegator's own authority</li> <li>• All delegations must comply with segregation of duties principles</li> </ul> <p><b>Documentation:</b></p> <ul style="list-style-type: none"> <li>• Authorized signatory register maintained by CFO</li> <li>• Available for inspection by internal/external auditors</li> <li>• Updated within 5 working days of any changes</li> </ul>
2.	Signing authority to commit or spend municipal funds in terms of the MFMA, Municipal SCM Regulations, municipal SCM Policy, approved budget, and written delegations issued by the Accounting Officer	<p><b>Completed by:</b> Any designated official</p> <p><b>Checked and verified by:</b> Chief User Clerk Supervisor</p>	<p>Any of these signatories may sign the payment document as indicated, provided that the prescribed policies and procedures as indicated in the Financial and Procurement Manuals are adhered to.</p> <p>Payments above the approved petty-cash threshold (R 1000) must be made electronically, unless specifically</p>

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**Approval of Expenditure**

Manager  
Director  
Municipal Manager

**Approval of invoice before payment**

Senior Accountant  
Manager  
Director  
Municipal Manager

approved by the CFO in terms of the municipality's cash-management and payment-control procedures. Payments may not be split to circumvent approval thresholds.

All goods and services shall be obtained in terms of the Accounting Officer's Procurement Procedures. Heads of departments may only delegate in writing to a level lower than that of a manager to commit public money in respect of all goods and services, travel expenditure, subsistence and travel advances and claims, miscellaneous payments and petty cash.

**Threshold approval of commitment on expenditure**

Manager	Senior Manager:	Municipal Manager
Up to R30 000	Up to R200 000	within the limits of the approved budget, MFMA, SCM Regulations, Council-approved policies and applicable procurement processes

**Threshold approval of invoice for service and good receipts**

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			<table border="1" data-bbox="223 336 399 940"> <tr> <td>Manager</td> <td>Director:</td> <td>Municipal Manager</td> </tr> <tr> <td>Up to R30 000</td> <td>Up to R200 000</td> <td>Unlimited</td> </tr> </table> <p data-bbox="399 851 430 940">Note:</p> <p data-bbox="462 179 574 940">Payments may not be split to avoid threshold controls—violations will trigger financial misconduct proceedings (MFMA S171).</p> <p data-bbox="606 179 702 940">Procurement must follow the SCM Policy and Accounting Officer's Procurement Guidelines.</p>	Manager	Director:	Municipal Manager	Up to R30 000	Up to R200 000	Unlimited
Manager	Director:	Municipal Manager							
Up to R30 000	Up to R200 000	Unlimited							
<b>Item</b>	<b>Powers, Activities and Duties that are delegated</b>	<b>Delegated to</b>	<b>Conditions/limitations</b>						
3.	Approval of manual payment on the invoice	<u>Approval of invoice before payment</u>  Manager: Expenditure Manager: Revenue Manager: Financial Services Chief Financial Officer (CFO) Municipal Manager	Manual payments may only be processed in exceptional circumstances, supported by written motivation, CFO approval, verification of invoice legitimacy, budget availability, SCM compliance, and post-review by Internal Audit or an independent reviewer. The following thresholds then applies:  <table border="1" data-bbox="1053 224 1212 918"> <tr> <td>Manager</td> <td>Chief Financial Officer:</td> <td>Municipal Manager</td> </tr> <tr> <td>Up to R30 000</td> <td>Up to R200 000</td> <td>Unlimited</td> </tr> </table> Manual payment must follow verification of: <ul style="list-style-type: none"> <li>• Invoice legitimacy</li> <li>• Budget availability</li> </ul>	Manager	Chief Financial Officer:	Municipal Manager	Up to R30 000	Up to R200 000	Unlimited
Manager	Chief Financial Officer:	Municipal Manager							
Up to R30 000	Up to R200 000	Unlimited							

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4.	Pre-authorisation of order on CCG system	Procurement Officer Manager Supply Chain Management (SCM)	<ul style="list-style-type: none"> <li>Prior approvals</li> </ul> <p>Supporting documentation must be attached, and payment must be flagged for Internal Audit post-verification.</p>					
<p>Order approval limits:</p> <table border="1" data-bbox="544 331 699 880"> <tr> <td>Manager SCM</td> <td>CFO</td> <td>Municipal Manager</td> </tr> <tr> <td>Up to R30 000</td> <td>Up to R200 000</td> <td>Unlimited</td> </tr> </table> <p>However, order approval must follow a valid requisition, budget confirmation, SCM compliance verification, and approved quotation/bid process. Approval limits must align to the municipality's SCM Policy and written delegation framework.</p> <p>No official may both process and approve an order. Pre-authorisation must be supported by budget check, requisition, and SCM documentation.</p>			Manager SCM	CFO	Municipal Manager	Up to R30 000	Up to R200 000	Unlimited
Manager SCM	CFO	Municipal Manager						
Up to R30 000	Up to R200 000	Unlimited						

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5.	<p><b>CCG payment authorisation; and CCG journal authorisation.</b></p>	<p><b><u>Capturer</u></b> Clerk</p> <p><b><u>Reviewer and Verifier</u></b> Senior Accountant: Expenditure Senior Accountant: Revenue Senior Accountant: Financial Services</p> <p><b><u>Approver</u></b> Manager: Expenditure Manager: Revenue Manager: Budget and Reporting Chief Financial Officer</p>	<p>Capturer must be a junior finance official (Clerk). Reviewer must be a Senior Accountant; Approver a Manager/CFO.</p> <table border="1" data-bbox="327 336 406 862"> <tr> <td>Transaction thresholds:</td> <td></td> </tr> <tr> <td>Manager:</td> <td>CFO</td> </tr> <tr> <td>Unlimited</td> <td>Unlimited</td> </tr> </table> <p>Journal approval must however be subject to documented thresholds. Material journals, prior-period journals, suspense-clearing journals, payroll journals, and revenue-adjustment journals must be reviewed by the CFO or delegated senior official and supported by adequate documentation.</p> <p>All journal entries must be supported by documentation and have a unique reference.</p> <p>Journals must be subject to monthly audit sample review.</p>	Transaction thresholds:		Manager:	CFO	Unlimited	Unlimited
Transaction thresholds:									
Manager:	CFO								
Unlimited	Unlimited								
6.	<p><b>Invoices</b></p> <p>Ensure that invoices presented for payment were not previously paid.</p> <p>Ensure that, unless stated otherwise in a contract or other agreement, all payments due to creditors are settled within 30 days of date receipt, and in the case of civil claims, from the date of settlement or court judgement.</p>	<p>All employees</p> <p>All employees</p> <p>All the employees in the Expenditure Management</p> <p>Responsible Person: Manager Expenditure</p>	<p>Invoice is being paid it must be "stamped paid", to avoid double payment of invoice.</p> <p>Invoices and/or statements for Municipality accounts must be endorsed by a "date stamp" indicating the date of receipt there-of.</p> <p>Invoices must be:</p> <ul style="list-style-type: none"> <li>• Endorsed with "PAID" stamp after processing.</li> </ul>						

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	Contract payments must be processed in accordance with the contract, after certification of work performed, verification of supporting documents, and compliance with the 30-day payment requirement.		<ul style="list-style-type: none"> <li>• Logged upon receipt with a visible <b>date stamp</b>.</li> <li>• Cross-checked against prior payments to prevent duplicates.</li> </ul> Payments must occur: <ul style="list-style-type: none"> <li>• Within <b>30 days of invoice date</b> (unless otherwise specified),</li> <li>• No earlier than <b>14 days post-invoice</b> for contracts (unless exempted).</li> </ul>						
<b>Item</b>	<b>Powers, Activities and Duties that are delegated</b>	<b>Delegated to</b>	<b>Conditions/limitations</b>						
7.	<b>Payments</b> Authorisation of transfer funds on Standard bank payment system	<u><b>Capturer</b></u> Manager  <u><b>Reviewer</b></u> Chief Financial Officer  <u><b>Approver</b></u> Chief Financial Officer	<table border="1" data-bbox="644 159 788 882"> <tr> <td data-bbox="644 645 715 882">Manager</td> <td data-bbox="644 412 715 645">Chief Financial Officer (CFO)</td> <td data-bbox="644 159 715 412">Municipal Manager (MM)</td> </tr> <tr> <td data-bbox="715 645 788 882">Up to R30 000</td> <td data-bbox="715 412 788 645">Up to R200 000</td> <td data-bbox="715 159 788 412">Unlimited</td> </tr> </table> <p data-bbox="820 159 932 882">Where the payment amount exceeds the threshold for both the manager and CFO, only the CFO and MM can approve the transaction.</p> <p data-bbox="963 159 1139 882">Payments exceeding delegated thresholds must be authorised by the CFO and/or Municipal Manager in line with the approved delegation matrix, provided segregation of duties is maintained between capture, review, approval and release.</p> <p data-bbox="1171 779 1203 882">Added</p> <p data-bbox="1235 159 1300 882">All Standard bank transfers must be logged and matched to payment batches.</p>	Manager	Chief Financial Officer (CFO)	Municipal Manager (MM)	Up to R30 000	Up to R200 000	Unlimited
Manager	Chief Financial Officer (CFO)	Municipal Manager (MM)							
Up to R30 000	Up to R200 000	Unlimited							

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8.	<p><b>Transfer of funds (Virements)</b>          Authorisation of transfer funds on CCG</p>	<p><u><b>Capturer</b></u>          Accountant</p> <p><u><b>Reviewer</b></u>          Manager</p> <p><u><b>Approver</b></u>          Chief Financial Officer</p>	<p>A daily payment report must be reviewed and signed by the Manager: Expenditure</p>
<p>On the following conditions:</p> <p>Virements may only be approved within the limits of the Council-approved Virement Policy, approved budget, MFMA section 28 requirements, and mSCOA classification rules. Any virement requiring Council approval must not be processed administratively before such approval.</p> <p>MM and the CFO must approve before any processing of the virement.</p> <p>Added</p> <p>No virements may be made:</p> <ul style="list-style-type: none"> <li>▪ From capital to operational budgets,</li> <li>▪ To increase personnel cost items,</li> <li>▪ Without adjusting the mSCOA budget and reporting to Council (if applicable).</li> </ul> <p>All virements must be recorded in a virement register, with justifications and impact assessment.</p>			

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			A consolidated virement report must be tabled quarterly to Council and the Audit Committee.
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Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations
9.	<p><b>Revising CCG transactions that are initiated by Personnel Remuneration and Debtors Management</b></p> <ul style="list-style-type: none"> <li>• Method of payment/Banking details</li> <li>• Tax</li> <li>• Reversal of salary</li> <li>• Freeze of salary</li> <li>• General allowances</li> <li>• Overtime</li> <li>• Standby allowance)</li> <li>• Over deduction</li> <li>• Subsistence and travel payment</li> <li>• General deductions</li> <li>• Disallowance of allowance</li> <li>• Garnishee order</li> <li>• Amend disallowance of allowance</li> <li>• Medical</li> <li>• Discretionary deductions</li> <li>• Instate Disallowance)</li> <li>• Instate Disallowance of allowance</li> <li>• Instate Garnishee order</li> </ul>	<p><b>Capturer</b> Senior Clerk</p> <p><b>Reviewer</b> Accountant: Expenditure</p> <p><b>Approver</b> Senior Accountant Expenditure Manager: Expenditure Management</p>	<p>Revising/approval functions must be designated in writing or by duly electronic means to the delegated officials by the Chief Financial Officer or his/her delegate.</p> <p>The person approving/revising a CCG transaction may not be the same person authorising a transaction.</p> <p>All revisions must be traceable through the system's audit trail functionality (e.g., CCG) and reports should be reviewed monthly by an independent official (e.g., Internal Audit or CFO's delegate).</p> <p>All cumulative payroll adjustments exceeding R10,000 per employee per month must be reviewed and countersigned by the CFO or delegated senior finance official. Internal Audit may perform periodic independent assurance reviews.</p>

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10.	<ul style="list-style-type: none"> <li>• Amend Garnishee order</li> <li>• Terminate discretionary deductions</li> </ul> <p><b>Subsistence and Travel Allowance Payment</b></p>	<p><b><u>Trip Approval</u></b>  Manager  Director  Municipal Manager  Mayor</p> <p><b><u>Approval of Payment</u></b>  Chief Financial Officer</p>	<p>Require a <b>pre-trip S&amp;T requisition form</b>, including:</p> <ul style="list-style-type: none"> <li>• Approved itinerary</li> <li>• Business case/motivation</li> <li>• Confirmation of budget availability</li> </ul> <p>Approval of the payment of the S &amp; T must be approved by the CFO, on return from the trip proof of attendance must be submitted to the Expenditure Management within 10 days after returning from the trip.</p> <p>Failure to submit required proof within the prescribed period may result in recovery action after written notice to the employee and in accordance with applicable HR, payroll and disciplinary procedures.</p> <p>Deductions will follow written notice to the official, and that repeated non-compliance will trigger disciplinary action under the Disciplinary Code.</p> <p>Define acceptable proof (e.g., signed attendance register, conference certificate, or minutes).  Designate a <b>Finance Officer or Internal Auditor</b> to verify all submissions before clearing the claim.</p>
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Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations
11.	<p><b>Bank recalls</b></p> <p>Signing stop payments for printed or manually issued warrant vouchers and electronic bank transfers (EBT).</p>	<p><b><u>Expenditure Management</u></b>  Manager: Expenditure  Senior Accountant Expenditure</p> <p><b><u>Approver</u></b>  Chief Financial Officer</p> <p><b><u>Revenue Management</u></b>  Manager: Revenue  Chief Financial Officer</p> <p><b><u>Approver</u></b>  Chief Financial Officer</p>	<p>All bank recalls and stop payments must be initiated and processed through the approved municipal financial system (e.g., CCG ), using secure workflow protocols.</p> <p>Only officials delegated in writing by the CFO may initiate or approve such transactions.</p> <p>A pre-audit checklist must be completed and attached to each request, verified by a senior official not involved in the original transaction.</p> <p>Bank recalls or stop-payment requests must be initiated as soon as the error is identified, preferably within 48 hours, subject to bank rules, system cut-off times and availability of supporting documentation.</p> <p>Transactions exceeding R50,000 must be escalated to the CFO regardless of initiator.</p> <p>The official authorising the recall may not be the same official who captured or approved the original transaction.</p> <p>The pre-audit checklist must be retained as supporting documentation and be available for Internal Audit and AGSA review.</p>

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			<p>NB: The <b>pre-audit checklist</b> must:</p> <ul style="list-style-type: none"> <li>• Be approved by the CFO and Internal Audit.</li> <li>• Include fields for payment number, beneficiary, reason for stop/recall, amount, source document reference, and confirmation of duplicate or incorrect payment.</li> <li>• Be retained as part of audit trail documentation for each case.</li> </ul>
12.	<p><b>Claims payable</b> Ensure that claims presented for payment were not previously paid.</p>	All employees	Claims received must be endorsed by a "date stamp" indicating the date of receipt there-of.
13.	<p><b>Assign signature authority for transfer payments.</b></p>	<p>Chief Financial Officer Manager: Expenditure Manager: Revenue Chief Financial Officer</p>	To be co-signed with the CFO or Delegated Manager

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Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations
14.	<p><b>Receipts/Revenue</b></p> <p>Issuing of receipts and daily deposits of Municipal money.</p>	<p>Cashiers  Clerk: Revenue  Senior Accountant: Revenue  Manager: Revenue</p>	<p>Receipts book issued to the cashier when the system is down, must, when not in use be safeguarded in a locked safe.</p>
15.	<p><b>Receipts/Revenue (continues)</b></p> <p>Checking of daily receipts and deposits</p>	<p>Senior Accountant: Revenue  Manager: Revenue  Chief Financial Officer</p>	<p>All revenue received must be deposited daily. For amounts in excess of R2000, collected at outside offices as soon as practicable.</p> <p>Cash collected at outside offices must be deposited at least once a week.</p> <p>The person checking daily deposits may not be the cashier.</p> <p>Bank reconciliation to be done independently of Revenue department.</p>
16.	<p><b>Petty Cash</b></p> <p>Petty cash transactions must comply with the approved Petty Cash Policy, approved limits, supporting slips, replenishment controls and monthly reconciliation.</p>		<ul style="list-style-type: none"> <li>• Petty cash transactions not to exceed R1000.00 per transaction without additional authorization.</li> <li>• Regular audits and reconciliations to be performed monthly.</li> <li>• Clear guidelines on the usage and replenishment of petty cash must be documented and accessible to all petty cash handlers.</li> </ul>

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17.	<p><b>Other Municipal Revenue</b></p> <p>Recording and reconciling of revenue</p>	<p><b>Recording</b> Clerk: Revenue</p> <p>Review and reconciling Senior Accountant: Revenue</p> <p><b>Approval</b> Manager: Revenue Chief Financial Officer</p>	<p>The official issuing receipts may not be the same person recording or reconciling revenue.</p> <p>All revenue must be recorded daily and reconciled against the bank deposit slips and system reports.</p> <p>Any unallocated or unidentified receipts must be tracked in a suspense register and reviewed weekly.</p> <p>The Senior Accountant: Revenue must sign off all reconciliations, and the Manager: Revenue must review and escalate discrepancies to the CFO.</p>
<b>Item</b>	<b>Powers, Activities and Duties that are delegated</b>	<b>Delegated to</b>	<b>Conditions/limitations</b>
18.	<p><b>Voted Funds</b></p> <p>Requisition of funds</p>	<p>Manager: Financial Reporting Chief Financial Officer Senior Accountant: Financial Services</p>	<p>All requisitions must be submitted through the approved municipal banking platform in line with the cash flow projections approved by the CFO.</p> <p>Prior to requisition, a budget availability check must be completed and attached to the requisition.</p> <p>Any anticipated shortfall or cash flow constraint must be escalated to the CFO for further funding strategy discussion.</p> <p>The CFO remains accountable for ensuring compliance with MFMA Sections 15, 65, and 66.</p>

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19.	<p><b>Voted Funds (continues)</b> Surrender of any Grants if any.</p>	<p>Manager: Expenditure Chief Financial Officer</p>	<p>Unspent conditional grant funds must be reconciled against actual expenditure as part of the annual grant expenditure reconciliation.</p> <p>Unspent conditional grant balances must be reconciled annually and treated in accordance with DoRA, MFMA, National Treasury rollover/surrender instructions and any applicable grant framework requirements.</p> <p>The Manager: Expenditure must document and retain proof of transfer, including submission confirmations to both NT and PT.</p> <p>The CFO must ensure compliance with the Division of Revenue Act (DORA) and MFMA Section 20.</p>
20.	<p><b>Claims, thefts and Losses</b> Dealing with claims, losses or damages incurred by the Department through acts or omissions of officials</p>	<p>Manager: Assets Clerk responsible for insurance Chief Financial Officer</p>	<p>All losses, thefts, or damage must be reported in writing to the CFO within 48 hours of discovery.</p> <p>The CFO must initiate a preliminary assessment and refer matters exceeding R5,000 to the Loss Control Committee for formal investigation.</p> <p>Any loss attributable to negligence must trigger the disciplinary process in line with the Municipal Disciplinary Regulations for Senior Managers.</p> <p>The CFO must ensure losses are recorded, investigated, reported and recovered where</p>

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21.	<b>Write-off of thefts or losses</b>	<p>Manager: Risk  Manager: Assets  Chief Financial Officer  Municipal Manager  Council</p>	<p>applicable in line with MFMA sections 62 and 32, the municipality's Loss Control Policy, and applicable financial misconduct regulations.</p> <p>Write-offs may only be considered after investigation, recovery assessment and recommendation by the Loss Control Committee. Material write-offs must be submitted to the Municipal Manager and Council in accordance with the approved policy thresholds and MFMA reporting requirements.</p> <p>All thefts or losses must be supported by an incident report, a completed loss assessment form, and where applicable, a SAPS case number.</p> <p>Write-offs must be initiated only after a formal investigation is conducted by the Loss Control Committee, with recommendations submitted to the CFO.</p> <p>Approval limits are delegated as follows (inclusive of VAT, per incident):</p> <table border="1" data-bbox="954 161 1066 880"> <tr> <td>Chief Financial Officer</td> <td>Municipal Manager</td> <td>Council</td> </tr> <tr> <td>Up to R1 000 000</td> <td>5 000 000</td> <td>Unlimited</td> </tr> </table> <p>Each write-off must be recorded in a loss register, with periodic reports submitted to the Audit Committee and Council for oversight.</p> <p>All write-offs must be in line with MFMA Section 32(2)(b), and where negligence or misconduct is</p>	Chief Financial Officer	Municipal Manager	Council	Up to R1 000 000	5 000 000	Unlimited
Chief Financial Officer	Municipal Manager	Council							
Up to R1 000 000	5 000 000	Unlimited							

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22.	<b>Debtors Dealing with debtors and related matters</b>	Senior Accountant: Revenue Assistant accountants: Revenue	found, disciplinary processes must follow the Municipal Regulations on Financial Misconduct.
			<p>All debtor management activities must be executed in line with the Municipal Credit Control and Debt Collection Policy, the Municipal Systems Act Section 96-104, and the MFMA.</p> <p>Only duly delegated officials may:</p> <ul style="list-style-type: none"> <li>Issue payment arrangements (with written agreements)</li> <li>Initiate debtor follow-ups</li> <li>Recommend write-offs to the CFO based on policy thresholds</li> <li>Write-offs, interest waivers and debt relief may only be approved in accordance with the Council-approved Credit Control and Debt Collection Policy, Indigent Policy, tariff policies and applicable delegation thresholds.</li> </ul> <p>The CFO must ensure that a debtors ageing report is reviewed monthly and that escalations to legal recovery are monitored quarterly.</p> <p>The Senior Accountant: Revenue shall maintain a debtor actions register, clearly indicating actions taken, recovery status, and referrals.</p>

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23.	<b>Write-off of money not recoverable</b>	Chief Financial Officer Municipal Manager Council	<table border="1"> <tr> <td>Chief Financial Officer</td> <td>Municipal Manager</td> <td>Council</td> </tr> <tr> <td>Up to R500 000</td> <td>R1 000 000</td> <td>Unlimited</td> </tr> </table> <p>Write-offs must only occur under conditions such as irrecoverable debt or damaged assets beyond repair, with a detailed justification for each case.</p>	Chief Financial Officer	Municipal Manager	Council	Up to R500 000	R1 000 000	Unlimited
Chief Financial Officer	Municipal Manager	Council							
Up to R500 000	R1 000 000	Unlimited							
<b>Item</b>	<b>Powers, Activities and Duties that are delegated</b>	<b>Delegated to</b>	<b>Conditions/limitations</b>						
24.	Debtors (continues)  Settlement of Debtors accounts)	Manager: Revenue Chief Financial Officer	<p>Settlements refer to negotiated adjustments of debt, including write-offs, interest reductions, and payment arrangements.</p> <p>All settlements must be conducted strictly in line with the Credit Control and Debt Collection Policy, and must be accompanied by:</p> <ul style="list-style-type: none"> <li>▪ Written motivation from the revenue office</li> <li>▪ Proof of financial hardship (where applicable)</li> <li>▪ Record of previous debt collection attempts</li> </ul>						

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25.	Reconnection of services and arrangements	Assistant Accountant Senior accountant Chief Financial Officer Manager: Revenue	<p>Settlement arrangements must be approved in accordance with the Credit Control and Debt Collection Policy and approved delegation thresholds. Where a settlement includes write-off, reduction of interest, or compromise of debt, the applicable write-off authority must apply.</p> <p>All settlements must be recorded in a settlement register, reviewed quarterly by the CFO, and reported to the MM and Audit Committee.</p>
			<p>Reconnection of services may only occur after:</p> <ul style="list-style-type: none"> <li>▪ Full settlement of arrears or</li> <li>▪ A formal acknowledgment of debt (AOD) is signed with an agreed payment plan.</li> <li>▪ All reconnections must comply with the Credit Control and Debt Collection Policy.</li> </ul> <p>Only authorised officials may approve reconnection, and records must include:</p> <ul style="list-style-type: none"> <li>▪ Proof of payment or AOD</li> <li>▪ Date and time of reconnection</li> <li>▪ Authorising official</li> </ul>

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26.	<b>Issuing of clearance certificates</b>	<p><u>Preparer</u> Senior Accountant</p> <p><u>Reviewer</u> Manager: Revenue</p> <p><u>Approver</u> Chief Financial Officer</p>	<p>A reconnection register must be maintained and reviewed monthly by the Manager: Revenue.</p>
27.	<b>Debtors (continues)</b> Signing of debt advices (Asset & Liability form)	<p>Clearance certificates must be issued in accordance with Municipal Systems Act section 118, the Credit Control Policy, and applicable legal requirements, after verification of all amounts legally required to be paid for clearance purposes.</p> <p>The Senior Accountant must verify the account, and the Manager: Revenue must ensure:</p> <ul style="list-style-type: none"> <li>▪ All historic balances are settled</li> <li>▪ Pending charges (e.g., current bill) are included</li> <li>▪ The CFO must approve final issuance.</li> </ul> <p>Clearance certificate documentation must be filed and auditable</p>	<p>Debt advice must be issued only by the Revenue unit based on up-to-date billing and receipting records.</p> <p>Each advice must be signed by at least two officials:</p>

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			<ul style="list-style-type: none"> <li>▪ One preparer (Assistant Accountant or Senior Accountant)</li> <li>▪ One reviewer (Manager: Revenue or Manager: Expenditure)</li> <li>▪ The CFO shall sign off on debt advice for officials appointed at managerial level and above, or where the amount exceeds R10,000.</li> </ul> <p>All advice must be recorded in a debt advice logbook and reconciled quarterly with payroll and HR declarations.</p>
28.	<p><b>CCG System Control</b></p> <p>Set up and maintain security and workflow groups for users and register, amend or remove CCG users.</p>	<p>Manager: Expenditure  Manager: Revenue  Senior Accountant: Revenue  Assistant Accountants: Revenue  Chief Financial Officer</p>	<p>Financial-system (CCG) access changes may be technically processed by ICT only upon written authorisation from the CFO or delegated senior finance official. ICT must not independently approve financial access rights.</p> <p>System access roles involving financial approvals, transaction processing, or journal entries must follow the principle of segregation of duties, in line with MFMA Section 62(1)(c)(i).</p> <p>All changes must be logged with timestamps, capturing the user ID of the system administrator and the authorising official.</p>

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			<p>The CFO must conduct a quarterly user access audit, including review of dormant users and privileges inconsistent with employee roles.</p> <p>All access change documentation must be retained for audit purposes.</p>
<p>29.</p>	<p><b>CCG System Control (continues)</b></p> <p>Maintain the Municipality code structure (Standard Chart of Accounts).</p>	<p>Senior Accountant: Financial Services  Manager: Financial Services  Chief Financial Officer</p>	<p>Major structural changes (e.g., creating new departmental segments, new funding sources, or altering item classifications) may only be implemented on written instruction from the CFO or delegate.</p> <p>Minor changes (e.g., activating cost centres, correcting segment errors, or adding line items under approved codes) may be made on instruction from the Manager: Financial Budget.</p> <p>All changes must comply with National Treasury's mSCOA Chart Version currently in effect and must be documented and archived for audit purposes.</p> <p>Any changes must be reviewed quarterly against the mSCOA version updates released by National Treasury.</p> <p>The CFO must ensure compliance with MFMA Section 168, read with the Municipal Regulations on a Standard Chart of Accounts (2014).</p>

**FINANCIAL DELEGATIONS POLICY**

30.	<p><b>CCG System Control (continues)</b></p> <p>Maintain the Municipality vote structure.</p>	<p>Senior Accountant: Financial Services  Manager: Financial Services  Chief Financial Officer</p>	<p>Changes to the vote structure must be consistent with the approved budget structure as adopted by Council per MFMA Section 17.</p> <p>Major vote structure changes (e.g., new departments, reallocations between directorates) may only be implemented on written authorisation from the CFO.</p> <p>Minor adjustments (e.g., reactivating existing votes or adding sub-functions) may be done upon instruction from the Manager: Budget and Treasury.</p> <p>Every change must be logged with reference to the relevant council resolution or approved adjustment budget, where applicable.</p> <p>A consolidated vote structure must be reviewed and locked at MTREF approval and adjustment budget stages, per MFMA Section 24.</p>
31.	<p><b>CCG System Control (continues)</b></p> <p>Maintain debt interest on the system</p>	<p>Manager: Revenue  Chief Financial Officer</p>	<p>The debt interest rate must be updated only once annually following the Council's approval of the annual budget and may not be altered mid-year unless authorised through a budget adjustment in terms of MFMA Section 28.</p>

**FINANCIAL DELEGATIONS POLICY**

			<p>The CFO must ensure that the interest rate update corresponds exactly with the tariff book approved by Council.</p> <p>Changes must be executed by the Manager: Revenue and recorded in the CCG interest rate register, noting the:</p> <ul style="list-style-type: none"> <li>▪ Date of update</li> <li>▪ Authorising resolution</li> <li>▪ System operator</li> </ul> <p>Annual interest rate settings must be submitted as part of the budget implementation checklist to the Audit Committee and Internal Audit for verification.</p>
<p>32.</p>	<p><b>CCG System Control</b> Register, amend or remove CCG users under his/her control</p>	<p>Manager: Expenditure Chief Financial Officer</p>	<p>Allocation of financial-impact functions must be approved in writing by the CFO or delegated senior finance official, and payroll-related structural changes must be confirmed with Corporate Services where applicable.</p> <p>The Assistant Director will relieve the Manager with CCG System Control functions only in the absence of the Manager. CCG System Control functions must be handed over in writing from the Manager to the Officer.</p>

**FINANCIAL DELEGATIONS POLICY**

			<p>Mandatory implementation of multi-factor authentication for all users accessing sensitive financial systems.</p> <p>Regular audit trail reviews, to be performed monthly, to monitor and verify all system access and changes.</p> <p>Anomaly detection mechanisms should be established to automatically flag unusual activities within the systems.</p>
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**FINANCIAL DELEGATIONS POLICY**

Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations
33.	<p><b>CCG System Control (continues)</b></p> <p>Maintain the Municipal code structure in conjunction with CCG</p>	<p>Manager: Expenditure            Manager: Revenue            Chief Financial Officer            Chief Financial Officer</p>	<p>Changes to the municipal code structure within the CCG system may only be made upon written instruction from the CFO or delegated Senior manager: Corporate services, depending on whether the change affects employee structure or financial setup.</p> <p>Any user profile changes affecting banking details, pay structures, or payroll approval rights must be authorised in writing by both CFO and Senior manager: Corporate services, and logged for audit purposes.</p> <p>A monthly report of changes made to the payroll structure must be submitted to Internal Audit and reviewed by the CFO.</p>
34.	<p><b>CCG System Control - User Administration</b></p> <p>Register, amend or remove users under his/her control</p>	<p>Manager: Expenditure            Manager: Revenue            Manager: Budget and Reporting            Chief Financial Officer</p>	<p>All user additions, deletions, and changes to CCG access must be formally documented and approved in writing by the CFO.</p> <p>Access rights to financial functions (e.g., journals, payment authorisation, budget uploads) must only be</p>

**FINANCIAL DELEGATIONS POLICY**

Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations
33.	<p><b>CCG System Control (continues)</b></p> <p>Maintain the Municipal code structure in conjunction with CCG</p>	<p>Manager: Expenditure  Manager: Revenue  Chief Financial Officer  Chief Financial Officer</p>	<p>Changes to the municipal code structure within the CCG system may only be made upon written instruction from the CFO or delegated Senior manager: Corporate services, depending on whether the change affects employee structure or financial setup.</p> <p>Any user profile changes affecting banking details, pay structures, or payroll approval rights must be authorised in writing by both CFO and Senior manager: Corporate services, and logged for audit purposes.</p> <p>A monthly report of changes made to the payroll structure must be submitted to Internal Audit and reviewed by the CFO.</p>
34.	<p><b>CCG System Control - User Administration</b></p> <p>Register, amend or remove users under his/her control</p>	<p>Manager: Expenditure  Manager: Revenue  Manager: Budget and Reporting  Chief Financial Officer</p>	<p>All user additions, deletions, and changes to CCG access must be formally documented and approved in writing by the CFO.</p> <p>Access rights to financial functions (e.g., journals, payment authorisation, budget uploads) must only be</p>

**FINANCIAL DELEGATIONS POLICY**

<p>allocated by the CFO or CFO (if any) and may not be self-assigned by any manager.</p> <p>Monthly access audits must be conducted and signed off by the system controller, with irregularities escalated to the CFO.</p> <p>All user changes must comply with mSCOA segmentation standards, and any updates to workflow or approval sequences must retain system audit trails.</p>		
<p>Asset system access may only be changed with written instruction from the CFO.</p> <p>Any changes that impact financial valuations, depreciation settings, or disposal functionality must be pre-approved and documented by the CFO.</p> <p>The system must have audit logging enabled to track all changes by user ID, and a monthly system access report must be generated and filed.</p> <p>All access changes must comply with GRAP 17, MFMA Section 63, and the municipality's Asset Management Policy.</p>	<p>Manager: Assets Chief Financial Officer</p>	
<p><b>35.</b></p> <p><b>Asset Management System - User Access</b> Register, amend or remove users under his/her control</p>	<p>Senior Accountant: Budget and Reporting</p>	<p><b>Budget Control – General Budget Functions</b></p>
<p><b>36.</b></p>		

**FINANCIAL DELEGATIONS POLICY**

	<p>Dealing with the Municipality budgets and related matters.</p>	<p>Manager: Budget and Reporting Chief Financial Officer</p>	<p>All officials responsible for municipal budgeting must ensure that all inputs, amendments, and reallocations are based on Council-approved budgets, adjustments, and virement approvals.</p> <p>All reporting must be aligned to MFMA Sections 71, 72, and 28, and must be supported by system-generated figures from CCG .</p> <p>Deviations from approved limits or misalignments must be immediately escalated to the CFO.</p> <p>The CFO or CFO must sign off all final monthly budget reports prior to submission to the MM or external authorities.</p>
<p>37.</p>	<p><b>Budget Control (continues) - Maintenance of Budget Allocations</b></p> <p>Maintain the Municipalities budget allocations on CCG</p>	<p>Senior Accountant: Financial Services  Manager: Financial Services  Chief Financial Officer</p>	<p>Changes to budget allocations on CCG may only be made based on:</p> <ul style="list-style-type: none"> <li>▪ Approved virement requests,</li> <li>▪ Council-approved adjustments, or</li> <li>▪ Instructions from the CFO or delegated Financial Services Manager.</li> </ul> <p>Each change must be accompanied by the relevant resolution or approval and must comply with mSCOA classification rules.</p>

**FINANCIAL DELEGATIONS POLICY**

			<p>A log of all changes must be maintained and reviewed monthly by the Budget Manager and reported quarterly to the MM and the Audit Committee.</p>
<p>38.</p>	<p><b>Budget Control (continues) - Signing of Budget Submissions</b></p> <p>Signing of budget submissions such as monthly reporting, Budget, Adjustments Estimates, Roll over etc. for submission to the Accounting Officer, Council and Treasury</p>	<p>Senior Accountant: Financial Services  Manager: Budget and Reporting  Chief Financial Officer</p>	<p>Budget submissions must be verified for completeness, accuracy, Council approval, MFMA compliance and consistency with mSCOA before submission</p> <p>Budget submission documents (monthly, adjustments, rollover, and annual budgets) may only be signed and submitted upon:</p> <ul style="list-style-type: none"> <li>▪ Verification of supporting Council resolutions,</li> <li>▪ Alignment with MFMA compliance schedules, and</li> <li>▪ Confirmation that data agrees with CCG and mSCOA reports.</li> </ul> <p>Final budget submissions must be co-signed by the CFO or CFO and filed in accordance with Treasury Circulars 94, 86, and MFMA Sections 72 and 74.</p>

Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations
39..	Suppliers banking details	Capturer: Clerk: Expenditure	

**FINANCIAL DELEGATIONS POLICY**

	Capturing of suppliers banking details on CCG.	<p>Senior Clerk: Expenditure</p> <p>Reviewer:</p> <p>Snr. Accountant: Expenditure</p> <p>Accountant: Expenditure</p> <p>Approver:</p> <p>Manager: Expenditure</p> <p>Chief Financial Officer</p>	<p>Supplier banking details may only be captured on CCG after:</p> <p>Receiving valid supporting documents (e.g., bank-stamped confirmation letter not older than 3 months),</p> <p>Validation through a third-party verification platform (e.g., BankServ, CSD).</p> <p>The official capturing banking details may not be the same person reviewing or approving the change.</p> <p>The CCG System Controller may not have access to create, amend, or authorise supplier banking details under any circumstance.</p> <p>The CFO must ensure quarterly reports of supplier banking changes are reviewed by Internal Audit for fraud risk monitoring.</p> <p>Supplier banking-detail changes must comply with MFMA section 62(1)(c), SCM Regulations, CSD verification requirements, the municipality's SCM Policy and fraud-prevention controls.</p>
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**FINANCIAL DELEGATIONS POLICY**

40.	<p><b>Signing authority for monthly reconciliation</b></p> <p>Expenditure and Revenue Management</p> <ul style="list-style-type: none"> <li>• Bank reconciliation</li> <li>• Revenue</li> <li>• Transfers</li> <li>• Creditors</li> <li>• CCG Control Accounts</li> <li>• Deposit Control Accounts</li> <li>• Suspense Accounts</li> <li>• Approval of plan deposit</li> <li>• Grant Register</li> </ul>	<p>Preparer:  Manager: Expenditure Management  Manager: Revenue Management  Manager: Other related line managers</p> <p>Reviewer and Approver:  Chief Financial Officer</p>	<p>Reconciliations must be prepared by the responsible finance unit: bank and cashbook by Expenditure/Financial Services, revenue and deposits by Revenue, creditors by Expenditure, grants by Budget/Reporting, and SCM only for SCM-related registers where applicable.</p> <p>Each listed reconciliation (bank, transfers, CCG control, deposit, suspense, creditors, grant register) must be:</p> <ul style="list-style-type: none"> <li>▪ Prepared by the relevant manager,</li> <li>▪ Reviewed and signed off by the CFO/ or Delegated official,</li> <li>▪ Reviewed by the CFO monthly, with comments documented.</li> </ul> <p>Reconciliations must be completed by the 15th of each following month, and supporting schedules must be filed in the audit folder.</p> <p>Any unreconciled item older than 30 days must be escalated with a resolution plan.</p> <p>Internal Audit must quarterly verify reconciliations and submit exception reports to the CFO and MM.</p>
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**FINANCIAL DELEGATIONS POLICY**

Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations
41.	<p><b>Signing authority for monthly reconciliations (continues)</b></p> <p>Personnel Remuneration</p> <ul style="list-style-type: none"> <li>• CCG related CCG Control Accounts</li> <li>• CCG / CCG integration reconciliation</li> </ul>	<p>Preparer :  Manager: Expenditure Management  Manager: Revenue Management  Reviewer and Approver:  Manager: Budget and Reporting  Chief Financial Officer</p>	<p>CCG -CCG integration reconciliations must be:</p> <ul style="list-style-type: none"> <li>▪ Prepared by the relevant Expenditure/Revenue Manager,</li> <li>▪ Reviewed by the Budget &amp; Reporting Manager,</li> <li>▪ Approved monthly by the CFO, with oversight by the CFO.</li> </ul> <p>Reconciliations must include:</p> <ul style="list-style-type: none"> <li>▪ Monthly payroll control account summaries,</li> <li>▪ Journals posted,</li> <li>▪ Exceptions (e.g., failed uploads).</li> </ul> <p>All unreconciled differences must be resolved within two financial periods.</p> <p>The CFO must certify accuracy of payroll-linked general ledger accounts as part of the quarterly financial report to Council under MFMA Section 52(d).</p>

**FINANCIAL DELEGATIONS POLICY**

42.	<p><b>Signing authority for monthly reconciliations (continues)</b> Policy Development and Internal Control</p>	<p>Manager: Budget and Reporting Chief Financial Officer</p>	<p>The Manager: Budget and Treasury is responsible for initiating the annual review of all financial policies before tabling of the draft budget (as per MFMA Section 17(3)(e)).</p> <p>Drafts must be submitted to the CFO by end of January each year for review.</p> <p>Updated policies must:</p> <ul style="list-style-type: none"> <li>▪ Incorporate audit and compliance findings,</li> <li>▪ Align with latest Treasury circulars, mSCOA regulations, and MFMA amendments.</li> </ul> <p>Final policy recommendations must be:</p> <ul style="list-style-type: none"> <li>▪ Submitted to the MM and Council for approval during the budget process,</li> <li>▪ Presented to the Audit Committee for input before finalisation.</li> </ul>
43..	<p><b>Signing authority for correspondence</b> Standard letters such as debt letters, debtors collection, claims recoverable etc.:</p>	<p>Manager: Expenditure Manager: Revenue Manager: Budget and Reporting Chief Financial Officer</p>	<p>All standard correspondence (e.g., debt letters, collection notices) must:</p> <ul style="list-style-type: none"> <li>• Be issued on approved templates.</li> <li>• Include the drafter's name, signature, and contact number.</li> <li>• Be signed by an officer or manager-level official.</li> </ul>

**FINANCIAL DELEGATIONS POLICY**

44.	<p><b>Signing authority for correspondence (continues)</b>  Submissions to the Accounting Officer, the National Treasury and non-standard correspondence</p>	<p>Chief Financial Officer  Municipal Manager</p>	<p>A copy of each signed letter must be filed electronically for audit trail purposes.</p> <ul style="list-style-type: none"> <li>▪ All submissions to the Accounting Officer, National Treasury, or any government agency must be signed or co-signed by the CFO.</li> <li>▪ Submissions of a strategic, legal, or non-standard nature must be approved by the MM.</li> <li>▪ Records of all correspondence must be logged and kept on the official municipal correspondence register.</li> </ul>								
43.	<p><b>Signing authority for the requisition</b></p>	<p>Senior Manger  Chief Financial Officer  Municipal Manager</p>	<p>Requisitions must be approved according to the following:</p> <table border="1" data-bbox="858 174 1034 869"> <thead> <tr> <th>Manager</th> <th>CFO</th> <th>Director:</th> <th>Municipal Manager</th> </tr> </thead> <tbody> <tr> <td>Up to R30 000</td> <td>Up to R200 000</td> <td>Up to R200 000</td> <td>Unlimited</td> </tr> </tbody> </table> <p>All requisitions must align with the approved budget, demand-management plan, SCM Policy, SCM Regulations and available budget confirmation before procurement is initiated.</p> <p>Procurement planning must precede requisition and be verified by the budget office.</p>	Manager	CFO	Director:	Municipal Manager	Up to R30 000	Up to R200 000	Up to R200 000	Unlimited
Manager	CFO	Director:	Municipal Manager								
Up to R30 000	Up to R200 000	Up to R200 000	Unlimited								

**FINANCIAL DELEGATIONS POLICY**

44.	Request for quotation for bid, goods and Services	<p><b>First approval</b> All finance personnel</p> <p><b>Second approval</b> Chief Financial Officer</p>	<p>RFQs must follow this tiered approval:</p> <table border="1" data-bbox="263 174 375 869"> <tr> <td>Manager</td> <td>Director:</td> <td>Municipal Manager</td> </tr> <tr> <td>Up to R30 000</td> <td>Up to R200 000</td> <td>Unlimited</td> </tr> </table> <p>At least three written quotations must be obtained where required by the SCM Policy. Where fewer than three quotations are obtained, reasons must be recorded and approved in accordance with SCM Regulations and the municipal SCM Policy. Deviations must comply with SCM Regulation 36.</p> <p>RFQs must be approved in line with the municipality's SCM Policy and prescribed procurement thresholds</p>	Manager	Director:	Municipal Manager	Up to R30 000	Up to R200 000	Unlimited
Manager	Director:	Municipal Manager							
Up to R30 000	Up to R200 000	Unlimited							
45.	Order approval	<p>Manager SCM Chief Financial Officer Municipal Manager</p>	<p>Orders may be approved as follows:</p> <ul style="list-style-type: none"> <li>• SCM Manager: Up to <b>R30,000</b></li> <li>• CFO: Up to <b>R200 000</b></li> <li>• MM: Unlimited</li> </ul> <p>No order may be issued without:</p> <ul style="list-style-type: none"> <li>• A valid requisition,</li> <li>• Budget availability check, and</li> <li>• Supply Chain compliance confirmation.</li> </ul> <p>As per Municipal Supply Chain Management Regulation 5 Final appointment must occur:</p>						
46.	Appointment of Service Provider	<p>Manager SCM Chief Financial Officer</p>							

**FINANCIAL DELEGATIONS POLICY**

		<p>Municipal Manager:</p>	<ul style="list-style-type: none"> <li>• Only after full SCM process (specification, evaluation, adjudication),</li> <li>• Within these limits:             <ul style="list-style-type: none"> <li>◦ SCM Manager: Up to <b>R30,000</b></li> <li>◦ CFO: Up to <b>R200,000</b></li> <li>◦ MM: Unlimited</li> </ul> </li> </ul> <p>Service providers must be verified against the CSD and applicable compliance requirements before appointment, unless a lawful and documented exception applies in terms of SCM prescripts.</p>
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**FINANCIAL DELEGATIONS POLICY**

Item	Powers, Activities and Duties that are delegated	Delegated to	Conditions/limitations						
47.	Request for quotation for goods and Services (Stores)	<p><b>First approval</b> Supply Chain Officer and Stores</p> <p><b>Second approval</b> Chief Financial Officer</p>	<p>All goods requisitioned through stores must be:</p> <ul style="list-style-type: none"> <li>• First approved through a stock requisition form,</li> <li>• Reviewed by SCM Officer for availability and reorder levels,</li> <li>• Approved according to the threshold matrix provided.</li> </ul> <p>All transactions must be linked to valid cost centres, and items must be recorded in the inventory management system immediately upon receipt.</p>						
48.	Movement of Assets	<p><b>Request</b> Managers Director Municipal Manager</p> <p><b>Approval</b> Asset Manager Chief Financial Officer</p>	<table border="1" data-bbox="788 248 903 869"> <tr> <td data-bbox="788 712 826 869">Manager</td> <td data-bbox="788 533 826 712">Director:</td> <td data-bbox="788 248 826 533">Municipal Manager</td> </tr> <tr> <td data-bbox="826 712 865 869">Up to R30 000</td> <td data-bbox="826 533 865 712">Up to R200 000</td> <td data-bbox="826 248 865 533">Unlimited</td> </tr> </table> <p>All asset movement requests must be:</p> <ul style="list-style-type: none"> <li>• Submitted in writing with justifications,</li> <li>• Approved by the Asset Manager or CFO,</li> <li>• Documented in the <b>Asset Movement Register</b>.</li> </ul> <p>Physical relocation must be confirmed with a photographic or signed relocation acknowledgment form.</p> <p>Insurance updates must be triggered for high-value assets.</p>	Manager	Director:	Municipal Manager	Up to R30 000	Up to R200 000	Unlimited
Manager	Director:	Municipal Manager							
Up to R30 000	Up to R200 000	Unlimited							

**FINANCIAL DELEGATIONS POLICY**

49.	Addition of Asset	<p><u>Clerk</u> Senior Accountant Asset Manager Chief Financial Officer</p>	<p>All assets must be:</p> <ul style="list-style-type: none"> <li>• Captured within <b>10 working days</b> of acquisition,</li> <li>• Tagged with a barcode or RFID tag,</li> <li>• Recorded in the fixed asset register with full GRAP 17-compliant fields (description, serial number, location, value, custodian).</li> </ul> <p>Additions must be reconciled monthly with procurement reports and general ledger.</p>
50.	Procurement of Assets	<p><u>Request for the procurement of Asset</u> Managers Director Municipal Manager</p>	<p>Requests for asset procurement must:</p> <ul style="list-style-type: none"> <li>• Be supported by the relevant CAPEX plan,</li> <li>• Be approved by the relevant Director/Senior manager</li> <li>• Be signed off by the Asset Manager and/or CFO before procurement initiation.</li> </ul> <p>All approved asset requests must be aligned to the <b>IDP, SDBIP, and approved capital budget.</b></p>
51.	Materiality Threshold Framework	<p><u>International Materiality Framework guideline</u></p> <p>Materiality must be determined using public-sector appropriate benchmarks such as total expenditure, total revenue, total assets, accumulated</p>	<p>The materiality thresholds outlined are to be applied:</p> <ul style="list-style-type: none"> <li>• In the context of <b>error classification, disclosures, and misstatements</b> during financial reporting (GRAP 3).</li> </ul> <p>An item may be deemed material based on its <b>value</b> or <b>impact</b> on decision-making, financial statements, or compliance with legislation.</p>

**FINANCIAL DELEGATIONS POLICY**

		<p>surplus/net assets, or other relevant GRAP-based measures.</p> <p>The framework must be reviewed annually by management and recommended to Council with Audit Committee input.”</p>	<p>Final determination of materiality must be approved by the CFO and disclosed in the AFS summary of significant accounting policies.</p> <p>The materiality framework must be reviewed annually in consultation with <b>Audit Committee</b> and reflected in the <b>AFS working papers</b>.</p>
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SIGNED

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MUNICIPAL MANAGER:

DATE:

**FINANCIAL DELEGATIONS POLICY**

## 52. Policy Approval

This policy was formulated by Budget and treasury Management in consultation with the Treasury.

## 53. Review and amendment of the Policy

1. This Policy must be reviewed periodically in order to ensure continued alignment with the MFMA, applicable regulations, National Treasury guidance, audit findings and the operational needs of the municipality.
2. In addition to periodic review, the municipality must review this Policy where:
3. Legislative or regulatory amendments affect assets Management processes;
4. Audit findings or oversight recommendations indicate weaknesses in assets management;
5. Institutional changes require clarification of roles, procedures or reporting lines; or
6. Practical implementation challenges reveal gaps or ambiguities in the Policy.
7. The Council must approve any amendment to this Policy following consideration of a formal submission setting out the reasons for the amendment, the proposed changes and the implications for financial governance and oversight.
8. Until amendments are approved by Council, the existing provisions of this Policy remain binding on all officials and councillors

## 54. . ADOPTION BY THE COUNCIL

Resolution NO: <b>461/26</b>	Approved date: <b>27 May 2026</b>
Effective Date <b>01 July</b>	Review date: <b>Annually</b>

**AUTHORITY**

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**MUNICIPAL MANAGER**

**MS MOKOBI ST**



**COUNCIL SPEAKER**

**MR. NO MABUNDA**