



# GAUTENG

Community Education and Training

# CET COLLEGE

## **Policy on the Use of College Telephone for Gauteng CET College**

**Gauteng Community Education and Training College**

Head Office: 100 Northern Parkway Ormonde 2081, P.O Box 4137, South Gate, 2082

Tel: 011 494 9040/1

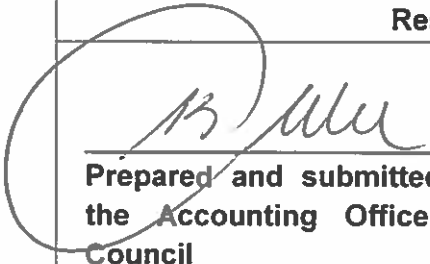

Email: [Wee.C@dhet.gov.za](mailto:Wee.C@dhet.gov.za)

## TABLE OF CONTENTS

	<b>PAGE</b>
<b>1. Legislative framework and best practice regulations</b>	<b>4</b>
<b>2. Purpose</b>	<b>4</b>
<b>3. Objective</b>	<b>4</b>
<b>4. Definitions, acronyms and abbreviations</b>	<b>4</b>
<b>5. Delegated powers</b>	<b>5</b>
<b>6. Access to landlines</b>	<b>5</b>
<b>7. Restrictions</b>	<b>6</b>
<b>8. Recovery from employees of private telephone costs</b>	<b>6</b>
<b>9. Adoption of policy</b>	<b>7</b>
<b>10. Availability policy on the Use of College Telephone</b>	<b>7</b>
<b>11. Annual review of policy</b>	<b>7</b>

**AMENDMENT AND APPROVAL RECORD**

Amendment No.	Amendment description	Originator	Approved By	Date

<p><b>Name of CETC: Gauteng Community Education and Training College</b></p>		
<p align="center"><b>Use of College Telephone Policy</b></p>		
<p align="center"><b>Department: Finance Responsibility : Accounting Officer</b></p>		
<p align="center">   <b>Prepared and submitted by the Accounting Officer to Council</b>   <b>Date:</b> <u>00/5/2017</u> </p>	<p align="center">   <b>Adopted by Council (Signed by Chairperson obo Council)</b>   <b>Date:</b> <u>00/5/17</u> </p>	<p align="center"><b>Implementation Date:</b>  <u>22/5/17</u></p>

## 1. Legislative framework and best practice regulations

Key principles contained in the following legislation and best practices were applied to develop this policy:

- a) CET Act No.16 of 2006, (as amended) (the "Act") (formerly the ABET Act);
- b) Public Finance Management Act, 1999 (Act No 1 of 1999 as amended by Act 29 of 1999)(PFMA); and
- c) National Treasury Regulations and National Treasury draft regulations (white paper) issued on 30 November 2012.

## 2. Purpose

The purpose of this policy is to ensure the effective and efficient usage of College telephones, including those used to send and receive facsimiles.

The primary purpose of providing Employees with access to College telephones is for the facility to be used for business purposes. The availability of the telephone facility for private use constitutes a privilege and not a right.

## 3. Objective

The objective of this policy is to provide guidelines on the management and recovery of telephone costs from Employees arising out of private use of the College telephone facility.

## 4. Definitions, acronyms and abbreviations

For the purpose of this policy, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

4.1 **"Accounting Officer"** – is the College Principal.

**"College"** – is the Community Education and Training College

4.2 **"Department"; "DHET"** – is the Department of Higher Education and Training.

4.3 **"Employee"** - is any official, employed by the College, irrespective of grade, full-time or part-time, Council or Departmental appointed, or paid on a salaried or an hourly/daily individual basis.

4.4 **"Manager"** – a manager as used within the context of this policy comprises those Persons, other than Council members, responsible for planning, directing and controlling the activities of the College, and includes functional managers.

4.5 **"Person"** - is an individual, agency, association, branch, corporation, estate, group, partnership, or other entity or organisation having legal rights.

4.6 **"PIN code"** – is a personal identification number or code which is used to gain access to the College's telephone system.

4.7 **"Private telephone calls"** – are telephone calls made using any College telephone or facsimile machine where such calls are not directly linked to the performance of the College's business. Such telephone calls are deemed to be for the personal use of the Employee concerned.

## **5. Delegated powers**

5.1 The Accounting Officer must determine which Employees may have access to landlines in their offices for use in the performance of their duties.

5.2 The Accounting Officer shall have the discretion to determine which Employees shall be allowed to make official international, local and cell phone calls, and to bar telephone lines on the basis of this classification.

5.3 No Employee has the right to use the facilities provided for official duties for private purposes without approval by the Accounting Officer or his delegated authority.

## **6. Access to landlines**

6.1 Employees of the College may be provided with access to a telephone facility (landline) for business purposes. The Accounting Officer reserves the right to grant, restrict or withdraw, at his/her sole discretion and with regard to any Employee, the aforementioned privilege in respect of these facilities, as and when necessary in order to accommodate business requirements.

6.2 Abuse of the telephone facility is an offence that will be subject to the College's disciplinary code.

6.3 Any telephone call made from any extension by means of an Employee's dedicated PIN code shall be deemed to have been made by that particular official.

6.4 It is the responsibility of every Employee to ensure that the PIN code is not abused or disclosed to others for use. Employees are encouraged to arrange the revision of their PIN codes as frequently as they want to, to maintain security over their usage.

## **7. Restrictions**

- 7.1 In order to manage the usage of telephones and to ensure that only College Employees have access thereto, provision should be made for the allocation of PIN codes to all Employees at the College.
- 7.2 Employees are expected to exercise reasonable discretion in using telephones for personal use. Excessive incoming or outgoing personal calls during the workday can interfere with Employee productivity and be distracting to others. Personal call charges in excess of R500 per month will be considered to be excessive.
- 7.3 Employees are expected to reimburse the College for any personal calls made above the prescribed limit.
- 7.4 It is the responsibility of an Employee to ensure that his/her private telephone calls are properly indicated by using the correct PIN code system.
- 7.5 The Accounting Officer or his/her delegated official has the right to monitor the telephone account and the usage thereof to determine if misuse or abuse exists.

#### **8. Recovery from Employees of private telephone call costs**

- 8.1 All Employees must pay the full cost of private telephone calls that exceeds R100 (one hundred rands) per month, or as determined by the Accounting Officer from time to time. The monthly cost of all calls below the determined limit will be for the account of the College.
- 8.2 The unused portion of the aforementioned monthly limit cost of private calls cannot be transferred or carried forward to the following month.
- 8.3 The Deputy Principal Corporate Services or the person to whom this function is delegated to should forward dialing data to the respective Managers on a monthly basis.
- 8.4 Dialing data must be inspected by the Manager and any discrepancies identified must be investigated and the necessary corrective action taken.
- 8.5 It is the duty of the Manager to ensure that the dialing data lists are circulated amongst Employees in order to advise them of their telephone calls.
- 8.6 Employees should forward details of any discrepancies in the dialing data directly to the Vice Principal Corporate Services for comment and possible action. A copy of such correspondence must also be submitted to the applicable Manager.
- 8.7 Allocation errors resulting from the use of the wrong PIN code should be reported to the Manager by the Employee(s) concerned.

- 8.8 The finance department (debtors function), shall invoice Employees for private telephone calls, one month in arrears. Employees must settle the amount owing either by electronic funds transfer (EFT) into the Colleges bank account or may arrange a salary deduction with the payroll department subject to the approval of the Human Resources department. If paid via EFT, the employee must pay the excess amount within ??? days of receipt of the telephone bill.
- 8.9 All calls made from a shared facility must be monitored by the Manager, who must implement a procedure to ensure recovery of costs for private usage (e.g. for facsimiles).
- 8.10 If the duration of official calls exceeds the predetermined allowance, the user must submit a detailed written motivation regarding such occurrence to the Accounting Officer for consideration on a monthly basis. Thereafter, the excess for the official calls may be considered for payment by the College.
- 8.11 The Manager is the responsible person for his /her departments fixed line telephone utilisation and must ensure adequate operational budget provision and effective control.

**9. Adoption of policy**

This policy is effective from the date on which it is adopted by the Council.

**10. Availability of policy on the use of college telephone**

A copy of this policy and other relevant documentation should be made available on the College website.

**11. Annual revision of policy**

This policy will be subject to an annual review by the College management to ensure its relevance. Colleges should forward any inputs and recommendations to the CET Branch of the DHET for possible consideration during the annual review process.

Any recommended changes agreed by the Department to the Use of College Telephone policy should be presented to the College Council for adoption.







# GAUTENG

Community Education and Training

# CET COLLEGE

## **Policy on Unauthorised, Irregular, Fruitless and Wasteful Expenditure for Gauteng CET College**

**Gauteng Community Education and Training College**

Head Office: 100 Northern Parkway Ormonde 2091, P.O. Box 4137, South Gate, 2082

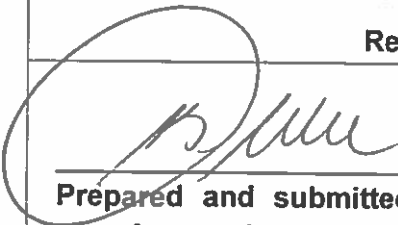

Tel: 011 494 9040/1

Email: [clifford.wee@gauteng.gov.za](mailto:clifford.wee@gauteng.gov.za)

<b>TABLE OF CONTENTS</b>		<b>PAGE</b>
<b>1.</b>	<b>Legislative framework and best practice regulations</b>	<b>4</b>
<b>2.</b>	<b>Purpose</b>	<b>4</b>
<b>3.</b>	<b>Definitions, acronyms and abbreviations</b>	<b>4</b>
<b>4.</b>	<b>Scope</b>	<b>5</b>
<b>5.</b>	<b>Principles of irregular expenditure</b>	<b>5</b>
<b>6.</b>	<b>Condonation of irregular expenditure</b>	<b>6</b>
<b>7.</b>	<b>Principles of fruitless and wasteful expenditure</b>	<b>7</b>
<b>8.</b>	<b>Principles of unauthorised expenditure</b>	<b>8</b>
<b>9.</b>	<b>Expenditure classified as both unauthorised and irregular</b>	<b>9</b>
<b>10.</b>	<b>Recovery of expenses from officials liable in law</b>	<b>9</b>
<b>11.</b>	<b>Appointment of loss control function</b>	<b>9</b>
<b>12.</b>	<b>Procedure for reporting unauthorized, irregular, fruitless and wasteful expenditure</b>	<b>10</b>
<b>13.</b>	<b>Non-compliance</b>	<b>12</b>
<b>14.</b>	<b>Adoption of policy</b>	<b>12</b>
<b>15.</b>	<b>Availability of policy on unauthorised, irregular, fruitless and wasteful expenditure</b>	<b>12</b>
<b>16.</b>	<b>Annual review of policy</b>	<b>12</b>
<b>Annexures</b>		
<b>A</b>	<b>Template - Register of Unauthorised, Irregular, Fruitless and Wasteful Expenditure</b>	<b>14</b>
<b>B</b>	<b>Template - Submission for condonation of Irregular Expenditure</b>	<b>15</b>

**AMENDMENT AND APPROVAL RECORD**

Amendment No.	Amendment description	Originator	Approved By	Date

<p><b>Name of CETC: Gauteng Community Education and Training College</b></p>		
<p><b>Unauthorised, Irregular, Fruitless and Wasteful Expenditure Policy</b></p>		
<p align="center"><b>Department: Finance Responsibility : Accounting Officer</b></p>		
<p align="center"></p> <p><b>Prepared and submitted by the Accounting Officer to Council</b></p> <p>Date: <u>20/5/2017</u></p>	<p align="center"></p> <p><b>Adopted by Council (Signed by Chairperson obo Council)</b></p> <p>Date: <u>20/5/17</u></p>	<p><b>Implementation Date:</b></p> <p align="center"><u>22/5/17</u></p>

## 1. Legislative framework and best practice regulations

Key principles contained in the following legislation and best practices were applied to develop this policy:

- a) CET Act No.16 of 2006, as amended (the "Act") (formerly the ABET Act)
- b) Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999) (PFMA);
- c) National Treasury Regulations, March 2005; and
- d) [Draft] National Treasury Regulations Gazette No. 35939 dated 30 November 2012.

The following College Codes and DHET recommended policies have a bearing on this policy:

- a) Code of Conduct for Employees;
- b) Code of Conduct for the College Council; and
- c) Supply Chain Management Policy.

## 2. Purpose

The purpose of this policy is to:

- 2.1 provide clarity on the procedures to be followed when dealing with unauthorised, irregular, fruitless and wasteful expenditure.
- 2.2 ensure that effective, efficient and transparent systems of financial and risk management, and internal control are in place and operating as intended to.

## 3. Definitions, acronyms and abbreviations

For the purpose of this policy, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1 "Accounting Officer" – is the College Principal.
- 3.2 "Act" – is the CET Act No.16 of 2006, as amended.
- 3.3 "College", "CETC" – is a Community Education and Training College.
- 3.4 "Condonation" – the act of condoning or the overlooking or implied forgiveness of an offense.
- 3.5 "Cost centre" – a distinctly identifiable department, division or unit of the College, for which it is desirable to accumulate and track costs, e.g. a campus or a central office unit, where managers are responsible for all its associated costs and for ensuring adherence to its budgets.

- 3.6 “ **Council**” - is the governing body of the College as defined by the Act.
- 3.7 “**Department**”; “**DHET**” – is the Department of Higher Education and Training.
- 3.8 “**Employee**”- is any official, employed by the College, irrespective of grade, full-time or part-time, Council or Departmental appointed and paid on a salaried or hourly/daily individual basis.
- 3.9 “**Fruitless and Wasteful expenditure**” - means expenditure which was made in vain and would have been avoided had reasonable care been exercised, by the Employees requesting and finally approving the expenditure.
- 3.10 “**Irregular expenditure**” – is expenditure that is contrary to the Act or any applicable legislation, or any regulations made in terms of the Act, or is in contravention of the College Supply Chain Management Policy, or any other Policy of the College. Irregular expenditure excludes unauthorized expenditure. Irregular expenditure is accounted for as an expense in the statement of financial performance and where recovered, it is subsequently accounted for as revenue in the statement of financial performance.
- 3.11 “**Minister**” – is the Minister for Higher Education and Training.
- 3.12 “**SCM**” – refers to Supply Chain Management.
- 3.13 “**Unauthorised expenditure**” - means the overspending of an approved budget without the necessary approval(s) per the delegated limits, or expenditure incurred not in accordance with the purpose of a cost centre.

#### 4. **Scope**

This policy is issued under the authority of the Council of the College and is applicable to all college management and employees. In particular the Accounting Officer, Deputy Principal – Finance, Campus Managers and SCM unit play a significant role in the identification and resolving of Unauthorised, Irregular, Fruitless and Wasteful expenditure at the College.

#### 5. **Principles of irregular expenditure**

- 5.1 The following are examples of Irregular expenditure:
- 5.1.1 purchases exceeding thresholds;
  - 5.1.2 procuring without inviting competitive bids;
  - 5.1.3 non-compliance with the College Supply Chain Management policy, other than 5.1.2 above;

- 5.1.4 non-compliance with delegations of authority; and
- 5.1.5 non-compliance with applicable legislation or regulations issued from applicable legislation.

5.2 For the purposes of determining whether irregular expenditure has taken place, there must be a transgression of a provision contained in applicable legislation, or any adopted internal policy, procedure and instruction that has or have been issued by the College Council.

5.3 For Irregular expenditure to be incurred, the non-compliance must be linked to a financial transaction. Although a transaction or an event may trigger irregular expenditure, the College will usually identify Irregular expenditure only when a payment is made. If "possible Irregular expenditure" is determined prior to a payment being made, then the transgression shall be regarded as a non-compliance matter until payment is made and Irregular expenditure is recognised.

5.4 Non-compliance with legislation other than the Act, which is applicable, shall not necessarily be regarded as Irregular expenditure, unless the expenditure, i.e. actual payments, related to such non-compliance is inconsistent with any prescripts of the legislation. The irregularity relates to how the transaction was entered into and by whom as opposed to when the transaction was processed.

5.5 Expenditure resulting from non-adherence to the College's Delegation of Authority Framework and policies is regarded as Irregular expenditure since such delegations and policies are adopted by the Council.

5.6 The Irregular Expenditure Register must be updated throughout the process until the case is finally closed (Refer to *Annexure A* for a template of a Register of Unauthorised, Irregular, Fruitless and Wasteful expenditure).

## **6 Condonation of irregular expenditure**

6.1 Irregular expenditure which is identified and confirmed may be considered for condonation by the College Council.

6.2 For the purpose of condonation, a detailed submission must be submitted to the Council requesting condonation for non-compliance with the Act or any other applicable legislation or internal policy. A request for condonation may be submitted only when good cause is shown for such condonation.

6.2.1 A submission for condonation must contain:

- a) a detailed motivation as to why the Irregular expenditure in question should be considered for condonation; and
- b) a description of remedial steps taken to avoid the reoccurrence of this type of Irregular expenditure.

6.2.2 A submission for condonation must include the following (refer to *Annexure B* for a template for submission for condonation of Irregular expenditure):

- a) Purpose;
- b) Background;
- c) Applicable legislative framework;
- d) Motivation for condonation;
- e) Remedial steps to prevent re-occurrence;
- f) Financial implications;
- g) Personnel implications;
- h) Parties consulted; and
- i) Recommendations.

6.3 In the event of an approval of the condonation of Irregular expenditure by the Council, no further action is required by the College, as the amount has been expensed in the statement of financial performance. The College Irregular Expenditure Register (*Annexure A*) must be updated to reflect the condonation of the Irregular expenditure.

6.4 Dismissal of the submission for condonation of the Irregular expenditure or where condonation is not relevant, the College must determine if any person is liable in law for the Irregular expenditure and immediate steps must be implemented to recover such expenses from the person(s) found to be liable in law.

6.5 If the Irregular expenditure has not been condoned and no person is liable in law, the expenditure related thereto must remain against the relevant programme or expenditure item (no journal is passed) and be disclosed as such in the note to the financial statements, in addition to being expensed through the Statement of Financial Performance.

6.6 The Irregular Expenditure Register must be updated throughout the process until the case/incident is finally closed.

## **7 Principles of fruitless and wasteful expenditure**

7.1 The following are examples of Fruitless and Wasteful expenditure:

- 7.1.1 Expenditure due to negligence, e.g. cancellation fees incurred for missing a flight;
- 7.1.2 Interest on overdue accounts; and
- 7.1.3 Penalties or fines paid.

7.2 Fruitless and Wasteful expenditure is the responsibility of the Accounting Officer to deal with as prescribed.

- 7.3 The College Council should consider and make recommendations on how to resolve the matter if the Accounting Officer incurs the Fruitless and Wasteful expenditure.
- 7.4 After identification and confirmation of Fruitless and Wasteful expenditure, it should be captured on the financial system. (An expense account – “Fruitless and Wasteful Expenditure” should be opened in the Chart of Accounts).
- 7.5 It must be determined if any official(s) is/are liable in law for the Fruitless and Wasteful expenditure and immediate steps must be taken to recover such expenses from the official(s) found to be liable in law.
- 7.6 The Fruitless and Wasteful Expenditure Register must be updated throughout the investigation process until the case is finally closed (*Annexure A*).

## **8. Principles of unauthorised expenditure**

- 8.1 The following are examples of Unauthorised expenditure:
  - 8.1.1 Overspending on budget;
  - 8.1.2 Earmarked funds used for other purposes; and
  - 8.1.3 Funds used outside the mandate of the College.
- 8.2 The College must only spend funds provided and only for the purposes for which they were provided. Overspending on the budget is normally identified before final closure of the College general ledger and after final transfer of funds between budget lines (i.e. virements).
- 8.3 Funds not utilised for the purpose intended within the budget should be identified timeously.
- 8.4 After identification and confirmation, Unauthorised expenditure is recognised as a current asset in the statement of financial position until such time as the expenditure is either adopted/noted by the Council, recovered from the responsible person or written off as irrecoverable in the statement of financial performance.
- 8.5 Unauthorised expenditure approved prior to approved funding being received, is recognised in the statement of financial position when the unauthorised expenditure is approved and until the related funds are received.
- 8.6 Unauthorised expenditure approved without funding is recognised in the statement of financial performance as expenditure on the date of approval.



8.7 Unauthorised expenditure must be disclosed as a note to the annual financial statements in accordance with Section 9.1.5 of National Treasury Regulations (March 2005).

8.8 The Unauthorised Expenditure Register must be updated throughout the investigation process until the case is finally closed (*Annexure A*).

**9. Expenditure classified as both unauthorised and irregular**

9.1 If the College carries out a transaction that contravenes legislation, the transaction meets the definition of Irregular expenditure. The same transaction may be outside the mandate of the College or may cause overspending on a programme or a budget which meets the definition of Unauthorised expenditure.

9.2 A transaction of this nature must not be accounted for as both Unauthorised and Irregular expenditure. Unauthorised expenditure takes precedence over Irregular expenditure and, in this instance, the transaction shall be accounted for as Unauthorised expenditure.

**10. Recovery of expenses from officials liable in law**

10.1 The College Council shall seek legal advice as to the recoverability of the losses incurred by the College staff, due to Unauthorised, Irregular, Fruitless and Wasteful expenditure.

10.2 If no official is found to be liable in law, the expenditure related thereto must remain against the relevant programme or expenditure item (without journal adjustment) and be disclosed as such in the note to the financial statements, in addition to being expensed through the Statement of Financial Performance.

10.3 If it is confirmed that recovery from a liable official is not possible, the Council may write off the amount as a bad debt as contemplated by section 11.4 of National Treasury Regulation (March 2005), and this must be disclosed as such in the financial statements.

**11. Appointment of loss control function**

11.1 The best practices in terms of section 38(1) (c) (ii) of the PFMA, require the Accounting Officer to take effective and appropriate steps to prevent Unauthorised, Irregular, Fruitless and Wasteful expenditure and losses resulting from criminal conduct. The College adopts this principle.

11.2 The function of Loss Control Officer shall be with the Deputy Principal: Finance or his/her nominated Employee. The Accounting Officer will specify to whom that authority is delegated.

- 11.3 The duties and responsibilities of the Loss Control Office are as follows:
- 11.3.1 Obtain all details and statements pertaining to reported cases of Unauthorised, Irregular, Fruitless and Wasteful expenditure and capture such reported cases in the appropriate register.
  - 11.3.2 Report all the cases noted in paragraph 11.3.1 to the Accounting Officer and Council.
  - 11.3.3 Investigate and follow up on all reported cases without delay.
  - 11.3.4 Report all finalised cases and provide recommendations to the Accounting Officer and Council.
  - 11.3.5 Ensure that authorisations among the delegated powers for the payment of claims or the writing-off of damages are correct, complete and in accordance with the responsibilities and delegation of powers by the College Council.
  - 11.3.6 Record all cases in the appropriate register and ensure that the register is kept up to date.

**12. Procedure for reporting unauthorised, irregular , fruitless and wasteful expenditure**

The procedure for reporting and investigation Unauthorised, Irregular, Fruitless and Wasteful expenditure is as follows:

- 12.1 Any Employee who becomes aware or suspects the occurrence of Unauthorised, Irregular, Fruitless and Wasteful expenditure must immediately report such expenditure in writing to the Accounting Officer or his or her delegate and the Deputy Principal – Finance. Further the Accounting Officer must inform the College Council of all reported cases.
- 12.2 The identification and reporting of Unauthorised, Irregular, Fruitless and Wasteful expenditure may also result from the various assurance processes, i.e. internal audit, external audit, compilation of the annual financial statements or normal inspections.
- 12.3 On identification of alleged Unauthorised, Irregular, Fruitless and Wasteful expenditure, such expenditure must be maintained in the appropriate expense account.
- 12.4 The Deputy Principal: Finance must investigate the matter without delay to determine the validity thereof, i.e. whether it meets the definition of Unauthorised, Irregular or Fruitless and Wasteful expenditure, and whether the accounting treatment applied is appropriate.
- 12.5 Managers should assist and co-operate with the Deputy Principal: Finance in every aspect of an investigation.

- 12.6 The Deputy Principal: Finance must immediately notify the Accounting Officer of progress with and the outcome of an investigation. Notification must be in the form of a written report, accompanied by supporting documentation.
- 12.7 The Loss Control Office must immediately record details of reported cases in the Unauthorised, Irregular, Fruitless and Wasteful Expenditure Register.
- 12.8 For each reported case, the central Loss Control Office must open a case file containing all the evidence and reports received.
- 12.9 The Unauthorised, Irregular, Fruitless and Wasteful Expenditure Register must be:
- 12.9.1 available at all times for inspection and audit purposes;
  - 12.9.2 kept in a safe place and protected against fire, water and damage; and
  - 12.9.3 maintained in electronic format.
- 12.10 Progress with and the outcome of each investigation must be updated continually in the relevant register by the Loss Control Office.
- 12.11 During the period of investigation, the expenditure must remain in the expense account and the result of the investigation will determine the appropriate action to be taken regarding that expenditure.
- 12.12 Should the investigation reveal that the expenditure does not constitute Unauthorised, Irregular, Fruitless and Wasteful expenditure and is in fact valid expenditure, the details of the expenditure should be retained in the Unauthorised, Irregular, Fruitless and Wasteful Expenditure Register for the purpose of completeness and to provide an appropriate audit trail. The accounting treatment for the expense must be corrected.
- 12.13 The Deputy Principal – Finance must monitor reported cases until such cases have been resolved.
- 12.14 The Deputy Principal – Finance or his/her delegated authority must update the relevant Unauthorised, Irregular, Fruitless and Wasteful Expenditure Register and case files throughout the process until such cases are closed.
- 12.15 If the investigation indicates that the expenditure is Unauthorised, Irregular or Fruitless and Wasteful, the particulars of the expenditure must be reported to the College Council, via the Accounting Officer.
- 12.16 The completeness of and amendments to the Unauthorised, Irregular, Fruitless and Wasteful Expenditure Register must be reported by the Deputy Principal – Finance to the Accounting Officer and the College Council.

12.17 The Deputy Principal – Finance should compile statistics of Unauthorised, Irregular, Fruitless and Wasteful expenditure on an annual basis in order to identify trends such as risk areas, control weaknesses and areas of non-compliance.

12.18 Unauthorised, Irregular, Fruitless and Wasteful expenditure must be accounted for and disclosed in the annual financial statements.

### **13. Non-compliance**

Non-compliance with this policy will result in appropriate disciplinary procedures being considered and, if necessary, instituted against the relevant official(s).

### **14. Adoption of policy**

This policy is effective from the date on which it is adopted by the Council.

### **15. Availability of policy on unauthorised, irregular, fruitless and wasteful expenditure**

A copy of this policy and other relevant documentation should be made available on the College website.

### **16. Annual review of policy**

This policy will be subject to an annual review by College management to ensure its relevance. Colleges should forward any inputs and recommendations to the CET Branch of DHET for possible consideration during the annual review process.

Any recommended changes agreed to by the Department to the Unauthorised, Irregular, Fruitless and Wasteful Expenditure policy should be presented to the College Council for adoption.



**ANNEXURE B: TEMPLATE - SUBMISSION FOR CONDONATION OF IRREGULAR EXPENDITURE**

**INTERNAL MEMORANDUM**

<b>TO:</b>	<b>From:</b>
	<b>Telephone:</b>
	<b>Enquiries:</b>
	<b>Ref:</b>
	<b>Date:</b>

1. Purpose of submission:
2. Background to irregular expenditure that occurred (date, place, person [s] involved, details, amount[s] paid):
3. Applicable legislative framework:
4. Motivation for condonation:
5. Remedial steps to prevent re-occurrence:
6. Financial and accounting implications:
7. Personnel implications:
8. Parties consulted:
9. Recommendations:

**Manager** ..... **Date**.....

Recommended/Not Recommend  
 .....  
 .....

**Deputy Principal- Finance** ..... **Date**.....

Recommended/Not Recommend  
 .....  
 .....

***Approved / Not approved***

**Accounting Officer**..... **Date**.....