

**FINANCIAL DELEGATION OF POWERS,
ACTIVITIES AND DUTIES IN RESPECT OF THE
TREASURY REGULATIONS**

Issued in terms of Section 44 of the Public Finance Management
Act, Act 1 of 2009 (PFMA)

2021/2022

Financial delegation of powers,
activities and duties in respect of the
Treasury regulations – [2021/22]

FINANCIAL MANAGEMENT DELEGATIONS

LIMPOPO PROVINCIAL TREASURY

In accordance with the powers vested in me by -

- (a) the Public Finance Management Act, Act 1 of 1999, as amended by Act 29 of 1999 ; and
- (b) the Treasury Regulations, 2005, promulgated in terms of Section 76 of the said Act.

I, GAVIN PRATT, delegate the powers and duties vested in me to a holder of a post or specific post in **Treasury** as set out in the PFMA and Treasury Regulations, read in conjunction with the general conditions set out herein under.

SIGNED AT POLOKWANE ON THIS 29 DAY OF MARCH 2021

G. PRATT
LIMPOPO PROVINCIAL TREASURY

**Financial delegation of powers,
activities and duties in respect of the
Treasury regulations – [2021/22]**

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1. General definitions, application and date of commencement

1.1 General definitions

1.1.1 In these financial delegations, unless the context indicates otherwise, a word or expression to which a meaning has been given, has the same meaning, and –

“Accounting Officer” means the Head of Department

“Act” means the Public Finance Management Act, Act 1 of 1999 (as amended)

“Budget manager” means an employee who has been designated in writing to manage and administer all resources allocated to an activity within a sub programme

“Chief Financial Officer” means the employee designated in terms of Treasury Regulation 2.1.1

“Department” means a government department listed under Schedule 1 of the Public Service Act

“Executive Authority” means the MEC

“Programme” means one of the main segments into which the Department's Vote is divided

“Programme manager” means an employee designated to manage and oversee the financial affairs of a programme

“Sub programme” means a main segment of a programme

“DDG” means Deputy Director General

“CD” means Chief Director

“DD” means Deputy Director

“AD” means Assistant Director

1.2 Application

1.2.1 These financial delegations apply to all employees of the Department, unless indicated otherwise.

1.3 Date of commencement

1.3.1 These financial delegations take effect from the date approved by the Accounting Officer.

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

Treasury Regulations Chapter 3
INTERNAL CONTROLS - Audit Committees

Item Reference to Treasury Regulation (1)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/Remarks (8)
1.	3.1.2 Appoint audit committee members after consultation with the Executive Authority.	Office of the Head of Department : Accounting officer			Authority is not delegated. The Accounting officer retains the power.
2.	3.1.5 Disclose the membership of the Audit Committee in the annual report.	Branch: Financial Governance	Provincial Accountant General	Director: Norms and Standards	None
3.	3.1.8 Develop and maintain the Audit Committee's terms of reference.	Office of the HOD Branch: Financial Governance	Accounting officer Provincial Accountant General		The implementation is subject to the approval of the Accounting Officer.
4.	3.1.9 Disclose in the Department's annual report whether or not the audit committee has adopted a formal terms of reference and if so, whether the committee satisfied its responsibilities for the year, in compliance with its terms of reference.	Branch: Financial Governance	Provincial Accountant General	Director: Norms and Standards	None
5.	3.1.12 Implement recommendations from the Audit Committee.	Office of the HOD All branches	Accounting Officer Chief Financial Officer All Program Managers	Director : supply chain management Director : management accounting Director: financial accounting Other relevant directorates.	Approval of the recommendations to be given by the accounting officer Such recommendations will be implemented by relevant managers depending on components reviewed by the audit committee.

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Item	Reference to Treasury Regulation	Description of powers, activities and duties that are delegated	Office / Division / Programme / Chief Directorate / Directorate	Delegated to Designation or position delegated to	Sub-delegated to designation or position	Conditions/limitations/Remarks	

**Treasury Regulations Chapter 3
INTERNAL CONTROLS (continued)**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Item	Reference to Treasury Regulation	Description of powers, activities and duties that are delegated	Office / Division / Programme / Chief Directorate / Directorate	Delegated to Designation or position delegated to	Sub-delegated to designation or position	Conditions/limitations/Remarks	
6.	3.1.16	Arrange that the Audit Committee meets at least annually with the Auditor-General to ensure that there are no unresolved issues of concern.	Directorate: Norms and Standards	Director: Norms and Standards	CD: Accounting Services	None	
7.	3.2.1	Conduct risk assessments regularly to identify emerging risks.	Directorate: Enterprise Risk management	Chief risk officer Head of internal audit	Director: risk management Director: internal audit DD: internal control and compliance	<ul style="list-style-type: none"> The strategy must be clearly communicated to all employees to ensure that the risk management strategy is incorporated into the language and culture of the institution. All units are responsible for maintaining their own risk registers that should be revised and updated after risk is responded to. 	
8.	3.2.2	Establish and maintain an Internal Audit Function.	Office of the HOD	Accounting officer		Authority rest with the accounting officer, no power delegated.	
9.	3.2.5	Ensure that the purpose, authority and responsibility of the internal audit function, in consultation with the Audit Committee, be formally defined in an audit charter	Branch: Internal Audit	Chief Audit Executive	Chief Director: Internal Audit	None	

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						and be consistent with the institute of Internal Audit and definition of internal auditing.		

**Treasury Regulations Chapter 3
INTERNAL CONTROLS- Internal Audit**

(1)	(2)	(3)	(4)	Delegated to		(8)
Reference to Treasury Regulation	Description of powers, activities and duties that are delegated	Office / Division / Programme / Chief Directorate / Directorate	Designation or position delegated to	Sub-delegated to designation or position		Conditions/limitations/remarks
10.	3.2.6 Conduct internal audit in accordance with the standards set by the Institute of Internal Auditors.	Branch: Internal Audit	Chief Audit Executive	Chief Director: Internal Audit Director: Internal Audit Deputy Director: Internal Audit. Senior internal auditor Junior internal audit		None
11.	3.2.7 Prepare, in consultation with and approval by the Audit Committee: a) a rolling three-year strategic internal audit plan;	Branch: Internal Audit	Chief Audit Executive	CD: Internal Audit		Authority rests with the Audit committee to give final approval of the plans and reports of Internal Audit.

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Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

12.	3.2.8	<p>b) an annual internal audit plan for the first year of the rolling three-year strategic internal audit plan;</p> <p>c) plans indicating the proposed scope of each audit in the annual internal audit plan; and</p> <p>d) quarterly reports to the Audit Committee detailing its performance against the annual internal audit plan, to allow effective monitoring and possible intervention.</p>	Chief Directorate: Financial Management	Chief Financial Officer	<p>Director: Financial Accounting</p> <p>Director: Management Accounting</p>	None
13.	3.2.11	<p>Assess operational procedures and monitoring mechanisms over all transfers made and received, including transfers in terms of the annual Division of Revenue Act.</p> <p>Assist the Accounting Officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancements or improvement.</p>	Branch: Internal Audit/ Su-Directorate: Internal Control and compliance	<p>Chief Audit Executive</p> <p>Deputy Director: Internal Control and Compliance</p>	<p>Chief Director: Internal Audit</p> <p>Director: Internal Audit</p> <p>Deputy Director: Internal Control and Compliance</p>	None

**Treasury Regulations Chapter 3
INTERNAL CONTROLS (continued)**

(1)	(2)	(3)	(4)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	(8)
Item	Reference to Treasury Regulation	Description of powers, activities and duties that are delegated	Office / Division / Programme / Chief Directorate / Directorate			Conditions/limitations/remarks
14.	3.2.12	Evaluate and develop recommendations for the enhancement and improvement of processes through which: a) Objectives and values are established and communicated; b) The accomplishment of objectives is monitored; c) Accountability is ensured; and d) Corporate values are preserved.	Branch: Internal Audit	Chief Audit Executive DD: Internal Control and Compliance	Chief Director: Internal Audit Director: Internal Audit Deputy Director: Internal Control and Compliance	None

Financial delegation of powers, activities and duties in respect of the Treasury regulations -- [2021/22]

Treasury Regulations Chapter 4
Financial misconduct

(1)	(2)	(3)	(4)	(5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
15.	4.1.1	Conduct an investigation if an official is alleged to have committed financial misconduct and if confirmed ensure that a disciplinary hearing is held in accordance with the relevant prescripts and agreements applicable in the public service.	Chief Directorate: Corporate Services Management	CD & Director :Corporate Services Management Director: Security and Investigations Director: Legal Services Deputy Director: Internal Audit/Forensic Audit	Deputy Director: Labour Relations	None	
16.	4.2.1	Advise the Executive Authority, National Treasury and the Auditor-General of any criminal charges it has laid against any person in terms of section 86 of the Public Finance Management Act.	Office of the HOD	HOD	Not Delegated	Authority rest with the Accounting Officer. No power delegated to other officials.	
17.	4.3.1	Report to the Executive Authority, the Department of Public Service and Administration and the Public Service Commission on the outcome, as soon as the disciplinary proceedings are completed.	Office of the HOD	HOD	Not Delegated	Authority rest with the Accounting Officer. No power delegated to other officials.	

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

18.	4.3.3	Report to the Executive Authority, National Treasury, the Department of Public Service and Administration and the Public Service Commission of the outcome of any criminal proceedings instituted against any person for financial misconduct in terms of section 86 of the Act.	Office of the HOD	HOD	Not Delegated	Authority rest with the Accounting Officer. No power delegated to other officials.
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**Treasury Regulations Chapter 4
Financial misconduct (continued)**

Item Reference to Treasury Regulation (1)	(2)	(3)	(4)	Delegated to		(8)
		Description of powers, activities and duties that are delegated	Office / Division / Programme / Chief Directorate / Directorate (5)	Designation or position delegated to (6)	Sub-delegated to position (7)	Conditions/limitations/remarks
19.	4.3.4	Submit on an annual basis, to National Treasury and the Auditor-General a schedule of: a) the outcome of any disciplinary proceedings and/or criminal charges; b) the names and ranks of employees involved; and c) the sanctions and any further actions taken against these employee.	Corporate Services Chief Directorate	Director :Human Resource Management	Not Delegated	None

**Treasury Regulations Chapter 5
Strategic planning**

(1)	(2)	(3)	(4)	Delegated to		(8)
				(5)	(6)	
Item	Reference to Treasury Regulation	Description of powers, activities and duties that are delegated	Office / Division / Programme / Chief Directorate / Directorate	Designation or position delegated to	Sub-delegated to designation or position	Conditions/limitations/remarks
20.	5.1.1	Prepare a strategic plan that is consistent with the period covered by the Medium Term Expenditure Framework for approval by the Executive Authority.	Office of the HOD	Accounting officer	All programme managers	The strategic plan must: a) Comply with the requirements as prescribed by Treasury Regulation 5.2.3; and b) Form the basis for the annual reports of the Accounting Officer as required by sections 40(1)(d) and (e) of the Public Finance Management Act. The submission of the Department's strategic plan to the Executive Authority must be made through and is subject to the approval of the Accounting Officer.
21.	5.3.1	Establish quarterly reporting to the Executive Authority in order to facilitate effective performance monitoring, evaluation and corrective action.	Office of the HOD Directorate: Strategic Operations	Accounting Officer	Director: Strategic Operations	None

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

**Treasury Regulations Chapter 6
Budgeting and related matters**

Item Reference to Treasury Regulation (1) (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
22.	6.1.1 Comply with any annual budget circulars issued by National Treasury.	Chief Directorate: Financial Management	Chief Financial Officer	Director: budget/management accounting Deputy Director: Budget/management accounting	None
23.	6.1.3 Ensure that the budget submission for the vote includes appropriate supporting information in respect of institutions and public entities receiving transfer payments from the Department.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Budget/management accounting Deputy Director: Budget/management accounting	None
24.	6.2.1 Ensure that the annual budget documentation, as presented to Legislature conform to the formats as determined by National Treasury.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Budget/management accounting Deputy Director: Budget/management accounting	With concurrence of the Head of Department
25.	6.3 Comply with all relevant prescripts regulating virement.	Office of the HOD Chief Directorate: Financial Management	Accounting Officer Chief Financial Officer	Director: Budget/management accounting Deputy Director: Budget/management accounting	Approval to be obtained from the Head of Department.
26.	6.4 Comply with all relevant prescripts regulating rollovers.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting Deputy Director: Budget/management accounting	None

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

27.	6.5	Co-ordinate and facilitate processes where functions are transferred between votes.	Office of the HOD Chief Directorate: Financial Management	Chief Financial Officer	Deputy Director: Budget /management accounting Director: Financial Accounting Director: management accounting Director: asset management	None
28.	6.6	Comply with all relevant prescripts regulating additional funds through an adjustments budget.	Chief Directorate: Financial Management	Chief Financial Officer	Director: budget planning/management accounting Deputy Director: Budget planning/management accounting	None

**Treasury Regulations Chapter 7
Revenue management**

(1) Item Reference to Treasury Regulation	(2) Description of powers, activities and duties that are delegated	(3) Office / Division / Programme / Chief Directorate / Directorate	(4) Delegated to	(5) Designation or position delegated to	(6) Sub-delegated to designation or position	(7) Conditions/limitations/remarks
29.	7.2.1 Manage revenue efficiently and effectively by developing and implementing appropriate processes that provide for the identification, collection, recording, reconciliation and safeguarding of information about revenue.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting Manager: Banking/debt management Assistant Director: Banking/debt management	None	
30.	7.3.1 Review, at least annually when finalising the budget, all fees, charges or the rates, scales or tariffs of fees and charges that are not, or cannot, be fixed by any law and that relate to revenue accruing to a fund.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting Deputy Director: Financial Accounting	None	

**Treasury Regulations Chapter 8
Expenditure management**

(1)	(2)	(3)	(5)	Delegated to		(8)
Item	Reference to Treasury Regulation	Description of powers, activities and duties that are delegated	Office / Division / Programme / Chief Directorate / Directorate	Designation or position delegated to	Sub-delegated to designation or position	Conditions/limitations/remarks
31.	8.1.1	Establish internal procedures and internal control measures for payment approval and processing.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting/expenditure management	None
32.	8.2.1	Designate in writing to employees who may authorise the commitment or spending of public money	Office of the HOD	Accounting Officer	Deputy Director: Financial Accounting/expenditure management Deputy Director Generals Chief Directors Directors	None

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021 /22]

Treasury Regulations Chapter 8

Expenditure management (continued)

Item Reference to Treasury Regulation (1)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to		Conditions/limitations/remarks (8)
			Designation or position delegated to (6)	Sub-delegated to designation or position (7)	
33.	8.2.3 Settle all payments due to creditors within 30 days from receipt of invoice.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting/expenditure management Deputy Director: Financial Accounting/expenditure management	None
34.	8.3.1 Approval to pay creditors invoice for goods and services rendered (process delegation)	Chief Directorate: Financial Management	Chief Financial Officer	Director/ DD/ AD/ /Senior state accountants	No limit
35.	8.3.2 Ensure that activities relating to the authorisation of appointments, the authorisation of payments and the recording of those payments may not be performed by the same person.	Chief Directorate: Financial Management	Chief Financial Officer	Director Management Accounting Director Supply Chain Management Director Financial Accounting	None
36.	8.3.4 Ensure that the costs related to compensation of employees, as well as promotion and salary increases, can be met within the budgetary allocation. Certify on the date of payment that all persons listed on the payroll report are entitled to payment.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Management Accounting Director: Financial Accounting/expenditure management	None
37.	8.3.5 Return all payroll reports to the Chief Financial Officer within 10	Chief Directorate: Financial Management	Chief Financial Officer	Deputy Director: Financial Accounting/Payroll Admin All programme managers ,CD and Director	None

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Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (8)
			Office / Division / Programme / Chief Directorate / Directorate (5)	Designation or position delegated to (6)	Sub-delegated to designation or position (7)	
38.		working days after being certified. Approval of requisition forms/memorandum of goods and services and General Payment Voucher to incur expenditure on behalf of a main division of the Vote Allocation of fixed limit telephone facilities/ Approval of airtime above policy limit Allocation of cellular phones for all levels of officials Approval of advances on S & T	All programmes Chief Directorate: Financial Management Chief Directorate: Financial Management Chief Directorate: Financial Management	CFO DDGs CDs Directors Chief Financial Officer Chief Financial Officer Chief Financial Officer	Not sub-delegated Not sub delegated Not sub delegated Not sub delegated	R5m R200k R100k R50k As per policy As per policy As per policy

**Treasury Regulations Chapter 9
Unauthorised, irregular, fruitless and wasteful expenditure**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (5)	Designation or position delegated to (6)	Sub-delegated to designation or position (7)	
39.	9.1.1	Exercise all reasonable care to prevent and detect unauthorised, irregular, fruitless and wasteful expenditure.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting	None

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Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

40.				Chief Risk Officer Head of Internal Audit All programmes Chief Financial Officer	Director: budget/management accounting Director: SCM Director: Financial Accounting Director: Supply chain management/asset management Director: Management Accounting Director: Risk management Deputy Director: Labour Relations	None
41.		Develop, implement and maintain effective, efficient and transparent processes of financial management.	Chief Directorate: Financial Management	Chief Risk Officer	Director: Risk management	None
42	9.1.3	Develop and implement effective, efficient and transparent processes of risk management. Determine the appropriateness of disciplinary steps against an official in terms of section 38(1)(g).	Director: Risk management Office of the HOD	Chief Risk Officer CD: Corporate	Deputy Director: Labour Relations	None

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**Treasury Regulations Chapter 10
Asset management**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to		
				Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
43.	10.1.1	Implement proper control systems and preventative mechanisms to eliminate theft, losses, wastage and misuse of assets and to keep stock levels at an economical level.	Chief Directorate: Financial Management	Chief Financial Officer	Director: SCM Deputy Director: Asset management	None
44.	10.1.2	Develop, implement and maintain processes (whether manual or electronic) and procedures for the effective, efficient, economical and transparent use of the Department's assets.	Chief Directorate: Financial Management	Chief Financial Officer	Deputy Director: internal control and compliance Director: SCM Deputy Director: Asset management	None

**Treasury Regulations Chapter 11
Management of debtors**

Item Reference to Treasury Regulation (1) (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to		Conditions/limitations/remarks (8)
		Designation or position delegated to (6)	Sub-delegated to designation or position (7)		
45. 11.2.1	Take effective and appropriate steps to timeously collect all money due to the Department, maintain proper accounts and records for all debtors, including amounts received in part payment and referral of a matter to the State Attorney, where economical, to consider a legal demand and possible legal proceedings in a court of law.	Chief Directorate: Financial Management	Chief Financial Officer	Director :Financial Accounting: Revenue management/debt management DD :Financial Accounting: Revenue management/debt management AD: Financial Accounting: Revenue management/debt management	None
46.	11.3.1 Grant approval for the recovery of debts by instalments.	Office of the HOD	Accounting Officer	Not Delegated	Final approval of the Accounting Officer
47.	11.4.1 Grant approval to write-off debts owing to the state. Indicate thresholds as per the policy	Office of the HOD	Accounting Officer	Not Delegated	Final approval of the Accounting Officer

**Treasury Regulations Chapter 12
Management of losses and claims**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to		Conditions/limitations/remarks (8)
				Designation or position delegated to (6)	Sub-delegated to designation or position (7)	
48.	12.2.1	Grant approval to accept liability for any loss or damage suffered by another person, which arose from an act or omission of an employee as a claim against the state.	Office of the HOD	Accounting Officer	Not Delegated	Final approval of the Accounting Officer
49	12.2.2	Grant approval to recover a loss as a result of an omission from an employee where that employee has forfeited his/her cover.	Office of the HOD	Accounting Officer	Not Delegated	Consult policy and procedures
50.	12.2.4	Grant written approval to the State Attorney to obligate funds of the Department.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations.
51.	12.3.1	Initiate claims by the Department against other persons.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations.
52	12.4.1	Grant approval to settle claims by employees against the Department.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations.

**Treasury Regulations Chapter 12
Management of losses and claims (continued)**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (8)
			Office / Division / Programme / Chief Directorate / Directorate (5)	Designation or position delegated to (6)	Sub-delegated to designation or position (7)	
53.	12.5.1	Grant approval to recover losses or damages resulting from criminal acts or omissions from the responsible person.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations.
54.	12.5.2	Write off losses or damages arising from criminal acts or omissions.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations.
55.	12.6.1	Grant approval to write off losses and damages that result from vis major and other unavoidable causes.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations.

**Treasury Regulations Chapter 12
Management of losses and claims (continued)**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to		Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
			Office / Division / Programme / Chief Directorate / Directorate (5)	Designation or position delegated to (6)		
56.	12.7.1	Grant approval to recover losses or damages suffered by the Department because of an act committed or omitted by an employee, if he/she is liable in law.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations (management of losses and claims) Accounting Officer to receive advice from the following chief directorate regarding these provisions: -Chief Financial Officer 1. Internal controls/fraud & losses management. 2. Financial accounting/revenue & debt management
57.	12.7.2	Determine the amount of the loss or damage and, in writing, request that official to pay the amount within 30 days or in reasonable instalments.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations (management of losses and claims) Accounting Officer to receive advice from the following chief directorate regarding these provisions: -Chief Financial Officer 1. Internal controls/fraud & losses management. 2. Financial accounting/revenue & debt management
58.	12.7.3	Waive a claim against an employee if the conditions mentioned under Treasury Regulation 12.2.1(a) to (g) are not applicable.	Office of the HOD	Not delegated		Approval limited to the Accounting officer as imposed by Treasury Regulations (management of losses and claims)

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**Treasury Regulations Chapter 13
Loans guarantees and other commitments**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (8)
			Office / Division / Programme / Chief Directorate / Directorate (5)	Designation or position delegated to (6)	Sub-delegated to designation or position (7)	
59.	13.1.2	Ensure that no employee in the Department or any other person borrows money on behalf of the Department, or issues an unauthorised guarantee, security or indemnity. Approval to issue housing guarantees	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting Director: budget/management accounting	None
60.	13.1.4	Report on all known contingent liabilities in the Department's annual report.	Chief Directorate: Corporate Services	CD: Corporate services	Not sub-delegated	None
61.	13.2.4	Enter into lease transactions for conducting the Department's business.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting All programme managers	None
			Chief Directorate: Financial Management	Chief Financial Officer	Director: SCM	Consider conditions as imposed by Practice note 05 of 2006/2007 and other conditions imposed by the departments policies

**Treasury Regulations Chapter 15
Banking, cash management and investment**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
62.	15.2.4	Request approval for one sub-account from National Treasury if the Department necessitates a separate bank account within the Paymaster-General account.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting	None
63.	15.5.1	Ensure that all revenue received is deposited into the Paymaster-General account daily or, for amounts less than R500, as soon as practicable.	Directorate: Financial Accounting	Deputy Director: Financial Accounting: Revenue management/cashier & banking services	AD: Financial Accounting: Revenue management/cashier & banking services.	No Limit
64.	15.7.1	Submit funds requisitions to Treasury, in accordance with approved cash flow estimates.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting	None
65	15.8.1	Monthly requisition of funds from Treasury to be transferred to the PMG Account Surrender to Treasury any unexpended voted money, for redepositing into the Exchequer bank account of the revenue fund at the end of each financial year, and after the books of account of the Department have been closed.	Chief Directorate: Financial Management	Chief Financial Officer	No sub-delegation Director: Financial Accounting Director: budget/Management Accounting	None
66.	15.10.1.1	Establish systems, procedures, processes and training and	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting:	None

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

		awareness programmes to ensure efficient and effective banking and cash management.			revenue management	
67.	15.10.2.1	Submit annually to Treasury a breakdown of anticipated revenue and expenditure in the predetermined format.	Corporate Services Chief Directorate: Financial Management	Chief Financial Officer	Director: Management Accounting	None

**Treasury Regulations Chapter 15
Banking, cash management and investment (continued)**

Item Reference to Treasury Regulation (1) (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (4)	Delegated to			Conditions/limitations/remarks (7)
			Designation or position delegated to (5)	Sub-delegated to designation or position (6)		
68.	15.10.2.4	Motivate to Treasury to adjust the approved projections.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Budget/manage ment accounting	Motivation to be performed by the accounting officer as imposed by Treasury Regulations
69.	15.11.2	Grant approval to an employee for the safekeeping of private money or personal possessions in a state safe or strongroom in the course of official duty.	Chief Directorate: Financial Management	Chief Financial Officer	Not delegated	None
70.	15.12.1	Assign, in writing, employees who may approve warrant vouchers, cheques or electronic payments.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting	Consider department's policies and procedures.

**Treasury Regulations Chapter 16A
Supply chain management**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Item	Reference to Treasury Regulation	Description of powers, activities and duties that are delegated	Office / Division / Programme / Chief Directorate / Directorate	Designation or position delegated to	Sub-delegated to designation or position	Conditions/limitations/remarks	
71.		Develop and implement an effective and efficient supply chain management system for acquiring goods and services.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management: Acquisition management DD/AD: Supply Chain Management: Acquisition management	Goods and service less than R500k	
72.	16A3.1	Procurement of goods and services less than R500k	Chief Directorate: Financial Management	Director: SCM	Not sub-delegated	Goods and services less than R500k	None
		Procurement of goods and services less than R500k where less than three (3) quotations were obtained	Chief Directorate: Financial Management	Chief Financial Officer	Not sub-delegated	Goods and services less than R500k	None

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021 / 22]

75.	16A6.1	<p>Ensure that the procurement of goods and services, either by way of quotations or through a bidding process, must be within the threshold values as determined by Treasury.</p>	<p>Chief Directorate: Financial Management</p>	<p>Chief Financial Officer</p>	<p>Director: Supply Chain Management: Demand/acquisition management DD: Supply Chain Management: Demand/acquisition management</p>	<p>None</p>
		<p>Persons to sign and process departmental orders generated on LOGIS System or by hand if required</p>	<p>Chief Directorate: Financial Management</p>	<p>Chief Financial Officer</p>	<p>Admin Officers Senior Admin Officers AD: Orders and requisitions DD: Orders and requisitions/ Director: SCM</p>	<p>No limit</p>

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**Treasury Regulations Chapter 16A
Supply chain management (continued)**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to			Conditions/limitations/remarks (7)
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)	
76.	16A6.2(a)	Ensure that bids are adjudicated through a bid adjudication committee. Establish, compose and appoint bid specification committee for procurement less than R500K. Award of bids below R500k and approval of variations	Chief Directorate: Financial Management Chief Directorate: Financial Management Chief Directorate: Financial Management	Chief Financial Officer Chief Financial Officer Director: SCM	Director: Supply Chain Management: Not sub-delegated Not sub-delegated	None
77.	16A6.2(b)	Establish, compose and appoint bid committees for procurement above R500K. Approval of bid evaluation committee for bids above R500K Approval of final specification for bids above R500K and Approval of awards Approval of contracts extensions/ awards Approval of Deviations or exemptions	Office of the HOD Office of the HOD Office of the HOD Office of the HOD Office of the HOD	Not Delegated Not Delegated Not delegated Not delegated Not delegated		Accounting Officer to appoint the Bid Evaluation and Adjudication Committee in terms of the Code of conduct of the BAC

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

78.	16A6.2(c)	Select bid adjudication committee members	Office of the HOD	Not Delegated	Accounting Officer to appoint the Bid Adjudication Committee in terms of the Code of conduct of the BAC
79.	16A6.2(d)	Grant approval for bidding and supply chain procedures.	Chief Directorate: Financial Management	Chief Financial Officer	None Director: Supply Chain Management: Acquisition management

**Treasury Regulations Chapter 16A
Supply chain management (continued)**

Item Reference to Treasury Regulation (1)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
80.	16A6.2(e)	Office of the HOD	Not Delegated		Accounting officer to retain the power.
81	16A6.3(a)(i)	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management: Contract management	None
82.	16A6.3(b)	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management:	None

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Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

83.	16.A.6.3(c)	Grant approval to advertise urgent bids for periods shorter than 21 days.	Office of the HOD	Not Delegated	Accounting Officer to retain power in terms of the Treasury Regulations.
84.	16A6.3(d)	Ensure that bids awarded are published in the Government Tender Bulletin and other media by means of which bids were advertised.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management: Acquisition management None

**Treasury Regulations Chapter 16A
Supply chain management (continued)**

Item Reference to Treasury Regulation (1)	Description of powers, activities and duties that are delegated (2)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
85.	16A6.3(e) Ensure that contracts relating to information technology are prepared in accordance with the State Information Technology Act (SITA) and any other regulations made in terms of that Act.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management: DD: Supply Chain Management: demand/acquisition management	None
86.	16A6.3(g) Ensure that the instructions issued by Treasury in respect of the appointment of consultants are complied with.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management:	Refer to conditions and limitations as contained in Practice Note 3 of 2003

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Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

87	16A6.4	Grant approval to procure goods or services including the appointment of consultants by other means where in a specific case it is impractical to invite the required quotations or competitive bids.	Office of the HOD	Not Delegated	Accounting officer retains the power as per conditions imposed by treasury regulations
88.	16A6.5	Ensure that where there is a transversal contract in place, no bids are solicited for the same or similar product or service during the tenure of the transversal term contract.	Chief Directorate: Financial Management	Chief Financial Officer	None Director: Supply Chain Management: Contract management
89.	16A7.2	Grant approval to transfer movable assets free of charge to other departments, constitutional institutions or public entities by means of formal vouchers.	Chief Directorate: Financial Management	Chief Financial Officer	Approval of such transfer should be approved by the Accounting Officer. Director: SCM

**Treasury Regulations Chapter 16A
Supply chain management (continued)**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to		
			Office / Division / Programme / Chief Directorate / Directorate (4)	Designation or position delegated to (5)	Sub-delegated to designation or position (6)
90.	16A7.7	Grant approval to dispose of, or transfer computer equipment to any state institution involved in education and/or training free of charge.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management: Approval of such disposal should be obtained from the Accounting Officer

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Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

91.	16A9.1(a)	Take all reasonable steps to prevent abuse of the supply chain management system.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management	All cases of abuse are reported to HOD on a regular basis
92	16A9.1(b)	Investigate, when justified, any allegations against an employee or other role player of corruption, improper conduct, or failure to comply with the supply chain management system.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management DD: Labour Relations	None
93	16A9.1(c)	Ensure that National Treasury's database has been properly checked prior to awarding any contract.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management:	None
94.	16A9.1(d)	Grant approval to reject any bid from a supplier who fails to provide written proof from the South African Revenue Service that the supplier either has no outstanding tax obligations or has made arrangements to meet outstanding tax obligations.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management	None
95.	16A9.1(e)	Grant approval to reject a proposal for the award of a contract if the recommended bidder has committed a corrupt or fraudulent act in competing for the particular contract.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management	None

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**Treasury Regulations Chapter 16A
Supply chain management (continued)**

(1) Item Reference to Treasury Regulation (2)	(3) Description of powers, activities and duties that are delegated	(5) Office / Division / Programme / Chief Directorate / Directorate	(6) Delegated to Designation or position delegated to	(7) Sub-delegated to designation or position	(8) Conditions/limitations/remarks
96 16A9.1(f)	Grant approval to cancel a contract awarded to a supplier of goods or services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract or if any official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of that contract that benefited that supplier.	Office of the HOD	Not Delegated		The Accounting Officer has the authority to exercise this responsibility in terms of the Treasury Regulations
97. 16A9.2	Grant approval to disregard the bid of any bidder if a bidder, or any of its directors have abused the Department's supply chain management system or have committed fraud or any other improper conduct in relation to the system or have failed to perform on any previous contract.	Office of the HOD	Not delegated		None

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Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

98.	16A11.1	Submit to Treasury such supply chain management information in the format and intervals as may be required.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Supply Chain Management	None
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**Treasury Regulations Chapter 17
Basic accounting records and related issues**

(1)	(2)	(3)	Delegated to			(8)
			Office / Division / Programme / Chief Directorate / Directorate (5)	Designation or position delegated to (6)	Sub-delegated to designation or position (7)	
99.	17.1.2	Ensure that the sources of transactions are readily identifiable, amounts included in the control accounts are, each month, cleared and correctly allocated to the relevant cost centres, monthly reconciliations are performed to confirm the balance of each account, and reports are provided about uncleared items on a monthly basis, should it be necessary, in exceptional cases, to account for revenue and expenditure transactions in control accounts.	Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting DD: Cash and debt	None
100.	17.1.3	Certify, in each month's section 40(4) report, that the forecast/projection for the remainder of the financial year adequately makes provision for	Chief Directorate: Financial Management	Chief Financial Officer	Not sub delegated	None

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

		all amounts not yet cleared from cleaning and suspense accounts.			

**Treasury Regulations Chapter 17
Basic accounting records and related issues (continued)**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Delegated to		Conditions/limitations/remarks (8)
			Office / Division / Programme / Chief Directorate / Directorate (5)	Designation or position delegated to (6)	
101.	17.2.1	Retain all financial information in its original form, subject to the provisions of national legislation.	Chief Directorate: Financial Management	Chief Financial Officer	None
				Director: Financial Accounting	
				Director: Supply Chain Management	
				Director: Management Accounting	

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

Monthly and annual reports

Item Reference to Treasury Regulation (1)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
102.	18.1.1 Comply with the reporting requirements of the annual Division of Revenue Act in addition to the reporting requirements of sections 40(4)(b) and (c) of the Act.	All programmes Corporate Services Chief Directorate: Financial Management	Programme manager Chief Financial Officer	Director: Financial Accounting Director: Management Accounting	Programme managers must submit such information to the Chief Financial Officer for consolidation and submission purposes.

**Treasury Regulations Chapter 21
Gifts, donations and sponsorship**

Item Reference to Treasury Regulation (1)	Description of powers, activities and duties that are delegated (3)	Delegated to Office / Division / Programme / Chief Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
103.	21.1.1 Approve the granting of gifts, donations and sponsorships by the Department.	Office of the HOD	Not delegated		The Accounting Officer may approve such up to R100 000 as stipulated in Treasury Regulations.
104.	21.2.1 Approve the acceptance of any gift, donation or sponsorship to the Department, whether such gifts, donations or sponsorships are in cash or kind.	Office of the HOD	Not delegated		The Accounting Officer is prohibited to accept any gifts, donations and sponsorships from any other organ of the state or private party as stipulated in practice note 04 of 2006/2007 (illegal use of resources)
105.	21.3.1 Obtain approval from National Treasury before the Department offers or accepts any gift of immovable property.	Office of the HOD	Not delegated		None

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**Treasury Regulations Chapter 22
Payments and remissions as an act of grace**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate / Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
106.	22.1.1	Grant approval for payments and remissions as an act of grace or favour.	Office of the HOD	Not Delegated		Accounting may approve such act of grace or favour up to R100 000 as stipulated by Treasury Regulations

**Treasury Regulations Chapter 23
Government payroll deductions**

Item (1)	Reference to Treasury Regulation (2)	Description of powers, activities and duties that are delegated (3)	Office / Division / Programme / Chief Directorate (5)	Delegated to Designation or position delegated to (6)	Sub-delegated to designation or position (7)	Conditions/limitations/remarks (8)
107.	23.2.2	Certify before a benefit, collective agreement, state or statutory deduction is processed on PERSAL, that the deduction is due and that no portion of it is a discretionary deduction.	Corporate Services Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting	None

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Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

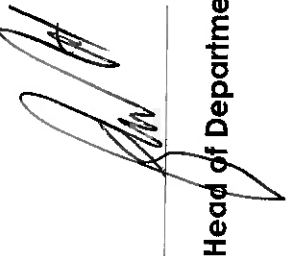
108.	23.2.3	Ensure that the documentation presented by the judgement creditor or his/her attorney <i>inter alia</i> reflects, as contemplated in this Act, that the employee has given written consent to the issuing of the order or that a court has authorised it and that this authorisation has not been suspended, or that the official has first been sent a registered letter advising him/her of the amount of the judgement debt and costs, and warning that an emoluments attachment order will be issued if this amount is not paid within ten days of the date of its posting.	Corporate Services Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting DD: Payroll Officer	None
109.		Ensure that after the deduction, the employee will have sufficient means for maintenance for him/herself and any dependants where such certification is for an emoluments attachment order issued against an employee in terms of section 65J of the Magistrates' Court Act (Act 32 of 1944).	Corporate Services Chief Directorate: Financial Management	Chief Financial Officer	Director: Financial Accounting	None

Treasury Regulations Chapter 23
Government payroll deductions (continued)

Item Reference to Treasury Regulation (1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
123.	23.2.4	Advise an employee of his/her right to approach the court to either rescind the order or amend it to affect only the balance of	Directorate Accounting	Directorate Financial Accounting	Director Financial Accounting	None	None

Financial delegation of powers, activities and duties in respect of the Treasury regulations – [2021/22]

		<p>the salary after provision for such maintenance should the deduction not leave the employee with sufficient means for maintenance or for that of his/her dependants.</p>				
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Head of Department

27.3.2021
DATE