

CHANGES MADE TO POLICIES

PETTY CASH POLICY

Policy name changed from **Petty Cash Policy and Procedures** to **Petty Cash Policy**

Contents page inserted

Paragraph 6 Heading: Changed from **Procedure** to **Approval Process**

Paragraph 7 (1st Bullet): Changed from **As per the Supply Chain Management Policy, petty cash is up to an amount of R2 000 (VAT incl) per person and limited to R40 000 (VAT incl) per month per Directorate** to **As per the Supply Chain Management Policy, petty cash is up to and including an amount of R2 000 (VAT incl) per department and limited to R40 000 (VAT incl) per month per Directorate.**

Paragraph 8 (in 4th Bullet): Deleted **•the cost centre and line item;**

CREDIT CONTROL AND DEBT COLLECTION POLICY

Inserted

PART 11: PROVISION FOR DEBT IMPAIRMENT

A provision for debt impairment is calculated at 30 June and is based on debtor amounts outstanding for greater than 90 days and where it is not certain whether the amounts are collectable.

ASSET MANAGEMENT POLICY

Was:

5.13.9 Replacement Norms

Assets are replaced as soon as the asset has no economic value / service potential to the municipality. Senior managers should annually identify possible replacement needs and inform the CFO **by no later than 31 January of the estimated costs to be placed on the capital budget** for approval.

Changed to:

Assets are replaced as soon as the asset has no economic value / service potential to the municipality. Senior managers should annually identify possible replacement needs and inform the CFO **of capital items to be included in the capital budget** for approval.

Annexure A

Changed to:

Description	Years
Buildings	50
Specialised vehicles	5 - 20
Electricity	5 - 30
Motor vehicles	5 - 10
Water	5 - 20
Office equipment	2 - 10
Sewerage	15 - 20
Furniture and fittings	7 - 15
Bins and Containers	5 - 10
Specialised plant and equipment	5 - 15
Computer Equipment	2 - 10

RISK MANAGEMENT POLICY

Changed **Cacadu** to **Sarah Baartman**

Changed **Institution** to **municipality**

Changed **risk policy statement** to **risk management policy**