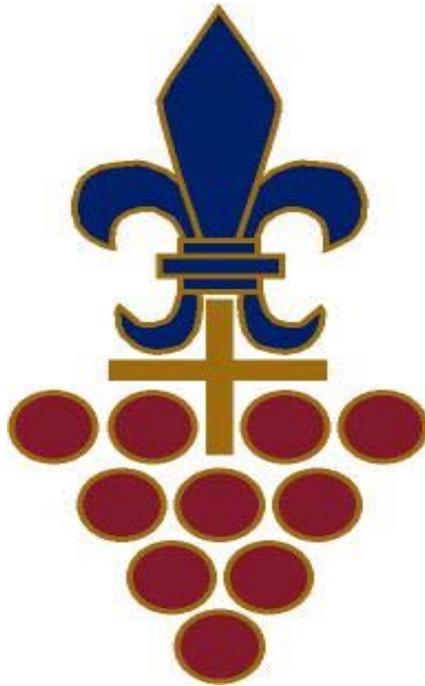


STELLENBOSCH MUNICIPALITY



**CASH MANAGEMENT AND
INVESTMENT POLICY**

2023/2024

REVISED



STELLENBOSCH MUNICIPALITY

CASH MANAGEMENT AND INVESTMENTS POLICY

	PAGE
PREAMBLE	1
1. LEGAL FRAMEWORK	2
2. OBJECTIVES	2
3. CASH MANAGEMENT	2
3.1 Guiding Principles	2
3.2 Bank Accounts	2
3.2.1 Revenue Management	3
3.2.2 Cheque Management	3
3.2.3 Delegation/Rights	3
3.2.3.1 Cheques	3
3.2.3.2 Electronic Funds Transfer (EFT)	<u>Error! Bookmark not defined.</u> ⁴
3.3 Bank Overdraft	4
4. CASH MANAGEMENT PROCEDURES	4
5. INVESTMENTS	<u>77</u>
5.1 Guiding Principles	<u>77</u>
5.2 Permitted Investments	<u>77</u>
5.3 Diversification	<u>88</u>
5.4 Investment Managers	<u>88</u>
5.4.1 External Investment Managers	<u>88</u>
5.5 Internal Controls Over Investments	<u>88</u>
5.5.1 Delegations	<u>98</u>
5.5.2 Obtaining quotations and concluding deals	<u>99</u>
6. OWNERSHIP	<u>1040</u>
7. DUE CARE	<u>1040</u>
8. PERFORMANCE MEASUREMENT	<u>1040</u>
9. REPORTING	<u>1244</u>
9.1 Reports	<u>1244</u>
10. ANNUAL REVIEW OF POLICY	<u>1244</u>
APPENDIX A	<u>1342</u>

PREAMBLE

Whereas Section 13 of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) (the Act) determines that a municipality must introduce an appropriate and effective cash management and investment arrangement;

and whereas a bank, in accordance with the provisions of Section 13 of the Act, has to disclose details regarding a municipalities' investments;

and whereas councillors and officials, as trustees of public funds have an obligation to ensure that cash resources are managed as effectively, efficiently, and economically as possible;

now therefore the Stellenbosch Municipality adopted the Cash and Investment Management Policy set out in this document.

1. LEGAL FRAMEWORK

- a) Legislation – Local Government: Municipal Finance Management Act 56 of 2003 (As amended).
- b) Treasury regulations in terms of Section 13(1) of the Act (As amended).

In this Policy, the terms “*the Act*” or “*MFMA*” refers to the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003).

2. OBJECTIVES

- a) To maximize returns from authorized investments, consistent with the secondary objective of minimizing risk.
- b) To ensure compliance with all legislation governing the investment of funds.
- c) To maintain adequate liquidity to meet cash flow needs.
- d) To undertake the investment of funds not immediately required for operational purposes in a prudent financial manner.
- e) To ensure diversification of permitted investment.

3. CASH MANAGEMENT

3.1 Guiding Principles

It is recognised that from time to time, Council has cash flow surpluses and borrowing requirements due to daily receipts and payments.

Council maintains a daily cash position summary and a yearly cash flow projection is prepared during the annual planning process and is updated monthly. This determines Council’s borrowing requirements and surpluses for investment. Cash invested “outside” the bank account is covered by paragraph 5 of this Policy.

3.2 Bank Accounts

Council operates one primary bank account for its day to day operational activity requirements and two secondary accounts specifically for service charges and revenue derived from fines.

All monies due to Council and due by Council emanating from Council activities must pass through this primary account, therefore secondary accounts are swept daily, and all balances are transferred to the primary bank account.

3.2.1 Revenue Management

Revenue Management Section 64 of the Act clearly states that all moneys received must be promptly deposited in the Municipality's primary and other bank accounts, therefore:

- all revenue received by the Municipality, including revenue received by any collecting agent on its behalf, is recorded at least on a weekly basis.
- all monies collected by the Municipality on behalf of another organ of state must be transferred to that organ of state at least on a weekly basis.

3.2.2 ~~Cheque Management~~ Petty Cash Withdrawal

~~Cheques are printed in batch format. To prevent the removing of cheques, cheques are delivered in sealed boxes where strict control is exercised over the numerical sequence of cheques on the expenditure system by means of a cheque register~~

~~Petty Cash is replenished by completing a petty cash replenish form provided.....~~

3.2.3 Delegation/Rights

The incumbents of the following posts are authorized ~~to sign~~ petty cash request forms and authorise electronic payments ~~cheques~~ on behalf of Council:

~~3.2.3.1~~ Cheques

~~A Signatories: Chief Financial Officer~~

~~SNR Manager: Financial Management Services~~

~~SNR Manager: Revenue and Expenditure~~

~~Manager: Expenditure Management~~

~~Manager: Revenue~~

~~SNR Manager: Supply Chain Management~~

~~Manager: Budget and Costing~~

~~Manager: Financial Statements, Compliance and Reporting~~

~~Manager: Financial Asset Management~~

~~B Signatories: Chief Accountant: Consumer Accounts and Valuations~~

~~Senior Accountant: Cash Management and Credit Control~~

~~Chief Accountant: MFMA Reporting and Compliance~~

~~Chief Accountant: Financial Statements and Reconciliations~~

~~Chief Accountant: Asset Management~~

~~Senior Accountant: Creditors and Payroll~~

~~Each cheque needs to be signed by at least two A-Signatories, or one A-Signatory and one B-Signatory.~~

A-Signatories: Chief Financial Officer
SNR Manager: Financial Management Services
SNR Manager: Revenue and Expenditure
Manager: Expenditure
Manager: Revenue
SNR Manager: Supply Chain Management
Manager: Budget and Costing
Manager: Financial Statements, Compliance and Reporting
Manager: Financial Asset Management

B-Signatories: Chief Accountant: Consumer Accounts and Valuations
Senior Accountant: Cash Management and Credit Control
~~SeniorChief~~ Accountant: MFMA Reporting and Compliance
~~SeniorChief~~ Accountant: Financial Statements and Reconciliations
Chief Accountant: Asset Management
Chief Accountant: SDBIP Monitoring and Budget Control x2
Senior Accountant: Creditors and Payroll

Each electronic payment [and petty cash request form](#) needs to be authorized by at least two A-Signatories, or one A-Signatory and one B-Signatory.

3.3 Bank Overdraft

3.3.1 Council made the decision to not request an overdraft facility with its primary banker. as the general policy is to avoid going into overdraft.

In the instance that short-term debt is incurred based on expected income it must be repaid within the same financial year. (Section 45 of the MFMA)

3.3.2 Any overdrawn bank account at any date must be reported without avail to Council supported by reasons, therefore.

3.3.3 Any short-term facility that requires review must first be approved by the Accounting Officer.

4. CASH MANAGEMENT PROCEDURES

4.1 Internal Controls

The supervisor and/or Accountant do a monthly audit on the cashier floats, manual receipt books and the compilation of daily cash-up and banking documents.

4.2 Issuing of Receipts

The cashier will only issue an official enumerated receipt when a client pays his/her municipal account in full or partially.

4.3 Cancellation of Receipts

An official enumerated receipt will only be cancelled whilst the client is still at the cash office and only for the following ~~reasons~~reasons.

- a) cashier made an error.
- b) client made an error.

The cashier will re-issue a correct receipt and the cancelled receipt will be signed by the incumbent and the supervisor. In cases where the client wants his money back a prescribed official document must be completed and signed by the Client, Cashier and the Supervisor stating the reason(s) for cancelation.

4.4 Cash Balancing

After the end of each shift, the cashier will count the monies received, and do a daily end of day cashier procedure. The supervisor will then re-count the money to ensure that the cashier's daily takings balances with the supervisor's end-of-day totals. The cashier will do a final end-of-day procedure when he/she balances, and the supervisor will do a receipting end of day shut-down procedure.

4.4.1 Cashier surplus and shortage

If the cashier is short, he/she will then pay the monies in immediately. If there is a surplus the cashier will receipt the surplus on the same day. Management discretion can be used should there be substantial evidence and motivation that it was out of the control of a cashier to avoid a shortage the Manager can exonerate the cashier from paying the shortfall and in such an instance the shortage should be allocated to an expense line item.

4.4.2 Cashier resources

The Cashier will be supplied with the necessary tools and equipment to perform a proper cashier function. (~~E.g.~~E.g., ~~Ultra-violet~~Ultraviolet lights, etc.)

4.5 Deposit Books

Each satellite-office cashier has an enumerated deposit book, as each pay point has a number. The Senior Clerk: Cashier orders books from the bank when needed. Head Office cashiers use the cash-vault machines for all deposits.

4.6 Other payment methods

4.6.1 Direct Deposits and ACB

Direct deposits can be made into Municipal bank account via the Internet or by deposit slip via their bank, using the applicable Municipal account number as reference. This information is extracted and uploaded on a daily basis from the bank and is then credited against the client's accounts. Accounts are also paid by means of a debit order (ACB) payment.

4.6.2 3rd Party

Payments can be made at any EasyPay ~~and Pay@~~ pay points. This information is extracted and uploaded on a daily basis from EasyPay ~~and Pay@~~ and credited against the client's accounts. ~~incomplete~~

4.6.3 ~~Cheque Deposit (Only bank guaranteed cheques will be accepted)~~

~~The cashier will issue an official enumerated receipt when a client pays his/her Municipal account with a bank guaranteed cheque. Bank guaranteed cheques that are dropped into the cheque deposit box at the Municipal office are taken out of the box on a daily basis, receipted by the cashier and the receipt is posted to client on request.~~

4.6.4 ~~Mailed Bank Guaranteed Cheques~~

~~Bank guaranteed cheques attached to the Municipal account are collected from the post office on a daily basis and is recorded in a register at the Records department. It is then collected by the Supervisor. Cashiers who will write all the bank guaranteed cheques up in a register. The supervisor will hand it to the cashier to be receipted and the receipt details will be entered in the register.~~

4.6.5 ~~Returned/Rejected Cheques and Debit Orders/Debit Orders and/or Electronic Payments~~

~~If cheques and debit orders are returned and marked as "Refer to Drawer", the full balance will immediately become payable. When debit orders are rejected by the respective banks, the full balance will immediately become payable. , and the full balance will be immediately become due. Any debit orders captured by the Finance Department and If debit orders are rejected three times the debit order will be cancelled.~~

4.6.5.1

In the event that a debit order is rejected due to insufficient funds, or the clients bank account being closed (or other reasons) an admin charge , as approved by council, will be levied to the debtor account. An admin charge will not be levied in the event of death or where the error arises on the municipality's side. ~~The cost that is payable by the~~

~~consumer must be equal to the prescribed fee that has been approved by Council in all cases where a cheque bears the status of "Refer to Drawer".~~

4.6.5.2 ~~Bank charges in this regard will be payable by the consumer. In the event of a customer having tendered a "refer to drawer cheque" for the second time, no further cheques will be accepted from him/her, excluding bank guarantee cheques.~~

4.6.5.3 ~~A cashier must not accept a cheque that was issued by a Consumer in the event the cheque bears the status as a post-dated cheque, altered and/or an unsigned cheque. In the event this occurs and notwithstanding the aforementioned provisions, all bank charges that would arise and be incurred by Stellenbosch Municipality will then be recovered from the said cashier. The cashier will be required to pay back the bank costs as approved by Council within 24 hours for recovery of the said amount.~~

4.6.6 Private Money

No Municipal employee is allowed to:

- Use Council's cash funds at any stage to be replaced at a later stage.
- Use his/her own money as cashier float.
- ~~Change a Municipal official's cheque for cash.~~
- Safeguard private money amongst Council's cash (~~e.g.e.g.~~, Cashier drawers, petty cash boxes, safes, Cash vault machines(~~machines~~ (where installed) etc.)

5. INVESTMENTS

5.1 Guiding Principles

Generally, Council will invest surplus funds with deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) for terms not exceeding one year in anticipation of cash flow expectations. From time to time, with prior Executive Mayoral Committee approval, investments can exceed 1 [one] year and be made at other institutions/instruments as approved in the National Treasury regulations from time to time.

5.2 Permitted Investments

The Account Officer must ensure that only the following investment types are utilized in terms of Section 6 of the Municipal Investment Regulations (No. R. 308) dated 1 April 2005:

- a) Securities issued by national government.
- b) Listed corporate bonds with an investment grade rating from a recognized credit rating agency.

- c) Deposits with banks registered in terms of the Banks Act (Act 45 of 1984).
- d) Deposits with the Public Investment Commissioners.
- e) Deposits with the Corporation for Public Deposits.
- f) Banker's acceptance certificate or negotiable certificates of deposits of registered banks.
- g) Guaranteed endowment policies with the intention of establishing a sinking fund.
- h) Repurchase agreements with registered banks.
- i) Municipal bonds issued by a municipality.
- j) Any other investment type as identified by the Minister of Finance in consultation with the Financial Services Board.

5.3 Diversification

Council will only make investments, as prescribed by Section 6 of the Municipal Investment Regulations, with approved institutions [which have a rating as defined per Appendix A as set out in par 5.2 above](#). ~~Excluding investments made per Executive Mayoral Committee resolution not more than 50% of available funds will be placed with a single institution.~~ The discretion of management should be used when investing funds into the institution quoting the highest rate versus diversification of investment portfolio. Should the difference between the investment quotes be minimal, a decision can be made to invest in the lower quote for the diversification of investment portfolios.

5.4 Investment Managers

5.4.1 In the event of the appointment of an external Investment Managers

Where the above means a natural person or legal entity that is a portfolio manager registered in terms of the Financial Markets Control Act, 1989 (Act 55 of 1989), and Stock Exchanges Control Act, 1985 (Act 1 of 1985), contracted by a municipality or municipal entity to-

- a) advise it on [investments; investments](#).
- b) manage investments on its behalf; or
- c) advise it on investments and manage investments on its behalf.

The External Investment Manager will be appointed in terms of Supply Chain Management Policy and a service level agreement will govern the functions and responsibility of the service provider. All investments made by the External Investment Manager on behalf of the Council of Stellenbosch Municipality must be made within the ambit of this Policy and with National Treasury's investment regulations.

5.5 Internal Controls Over Investments

5.5.1 Delegations

5.5.1.1 In terms of Section 60(2) of the Local Government: Municipal Systems Act, (Act 32 of 2000) (the MSA), the Council may only delegate to the Municipal Manager (MM) the power to make decisions on investments on behalf of the Municipality.

5.5.1.2 In terms of section 79 of the Act, the Accounting Officer has delegated to the Chief Financial Officer (CFO), in writing, his/her duty under section 65(2) (h) to manage the Council's available working capital effectively and economically in terms of the prescribed cash management and investment framework.

5.5.2 Obtaining quotations and concluding deals

Request are emailed to all approved institutions the day before, or the morning thereof. A cut-off is requested to ensure timeous processing of authorisation and payment of the investment transactions. Quotes are captured on the decision report rates are compared and chosen in terms of the policy. Writing mandates, signed by the CFO and MM, shall be issued to all successful successful investees with whom the Council of Stellenbosch Municipality invests funds setting out the following:

5.5.2.1 Authorised dealers: name and particulars of the Council's officials who are authorised to transact investments deals with the investees;

5.5.2.2 Authorised signatories: name and particulars of the Council's officials who are authorised to sign written confirmations or any other correspondence in respect of investments transactions.

5.5.2.3 A dealing sheet, signed by an authorised dealer, shall be prepared in all instances for each individual investment, detailing the quotations received and the recommended investee. The CFO shall advice the MM to approve the transaction.

A written confirmation of the terms of each investment transaction shall be prepared, and signed off by the CFO and MM.

5.5.3 A monthly investment register should be kept of all investments made. The following information must be ~~recorded~~: -

- name of ~~institution~~; institution.
- capital ~~invested~~; invested.
- date ~~invested~~; invested.
- interest ~~rate~~; rate.

- maturation date;date.
- interest received;received.
- Investment balance;balance.
- total withdrawal amount;amount.
- total interest earned.

5.5.3.1 The investment register and accounting records must be reconciled on a monthly basis.

6. OWNERSHIP

All investments must be made in the name of the Council of Stellenbosch Municipality.

Written proof of investments made must be obtained from the institution where the investment is made and must be kept on file.

7. DUE CARE

In dealing with financial institutions, the following ethical principles must be observed:

- 7.1 The Chief Financial Officer and all staff in his/her directorate shall not accede to any influence by or interference from Councillors, investment agents, institutions, or any other outsiders;
- 7.2 Under no circumstances may inducements to invest be accepted;
- 7.3 Interest rates quoted by one institution must not be disclosed to another institution; and
- 7.4 The business ethics of any controlling body of which the relevant financial institution is a member must be observed by such institution or body at all times.

8. PERFORMANCE MEASUREMENT

Measuring the effectiveness of Council's treasury activities is achieved through a mixture of subjective measures. The predominant subjective measure is the overall quality of treasury management information. The Chief Financial Officer has primary responsibility for determining this overall quality.

Objective measures include: -

- (a) Adherence to policy.

(b) Timely receipt of interest income.

9. REPORTING

9.1 Reports

The following reports are produced:

REPORT NAME	FREQUENCY	PREPARED BY	RECIPIENT
Bank Balance report	Daily	Senior Clerk: Electronic Payments	Chief Finance Officer
Investments	Monthly	<u>Senior</u> Chief Accountant: Financial Statements and Reconciliations	Manager: Financial Statements and Reporting

10. ANNUAL REVIEW OF POLICY

This Policy will be reviewed annually or earlier if so required by legislation.

Any changes to this Policy must be adopted by Council and be consistent with the applicable Acts and any National Treasury Regulations.

11. EFFECTIVE DATE

The effective date of this Policy is 1 July ~~2020~~2023 and will be reviewed on an annual basis to ensure that it is in line with the Municipality's strategic objectives and with legislation.

12. SHORT TITLE

This Policy is the Cash Management and Investments Policy of the Stellenbosch Municipality.

**APPENDIX A—
LONG-TERM
RATINGS—
FITCH**

AAA—
Obligations
which have the
highest rating
assigned by
Fitch IBCA on its
national rating
scale for that
country. This
rating is
automatically
assigned to all
obligations
issued or
guaranteed by
the sovereign
state. Capacity
for timely
repayment of
principal and
interest is
extremely
strong, relative
to other obligors
in the same
country.

AA—Obligations
for which
capacity for
timely
repayment of
principal and
interest is very

strong relative to other obligors in the same country. The risk attached to these obligations differs only slightly from the country's highest rated debt.

A Obligations for which capacity for timely repayment of principal and interest is strong relative to other obligors in the same country. However, adverse changes in business economic or financial conditions are more likely to affect the capacity for timely repayment than for obligations in higher rated categories.

**SHORT-TERM
RATINGS**
FITCH

F1—Obligations assigned this rating have the highest capacity for timely repayment under Fitch Ratings Ltd national rating scale for that country, relative to other obligations in the same country. This rating is automatically assigned to all obligations issued or guaranteed by the sovereign state. Where issues possess a particularly strong credit feature, a “+” is added to the assigned rating.

F2—Obligations supported by a strong capacity for timely repayment relative to other obligors in the

same—country.
However,—the
relative—degree
of risk is slightly
higher—than—for
issues—classified
as—'A1'—and
capacity— for
timely
repayment—may
be—susceptible
to—adverse
changes—in
business,
economic—or
financial
conditions.
F3—Obligations
supported by an
adequate
capacity— for
timely
repayment
relative to other
obligors in the
same—country.
Such capacity is
more
susceptible—to
adverse
changes—in
business,
economic,—or
financial
conditions—than
for obligations in
higher
categories.

**LONG-TERM
RATINGS —
MOODY'S**

AAA — Obligations rated "AAA" have the highest rating assigned by Moody's Ratings. The capacity of the issuer to pay interest and repay capital is extremely strong, relative to other South African obligors.

AA — Indicates very strong capacity of the issuer to pay interest and repay capital relative to other South African obligors.

A — Indicates strong capacity of the issuer to pay interest and repay capital, relative to other South African obligors, although it is

slightly—more
susceptible—to
adverse
changes—in
economic
conditions—and
circumstances
than—debt—in
categories—rated
higher.

**SHORT-TERM
RATINGS—
MOODY'S**

A-1—Indicates
that the degree
of—safety
regarding timely
payment—is
either
overwhelming or
very—strong,
relative to other
South—African
obligors. Issues
determined—to
possess
overwhelming
safety
characteristics
are denoted with
a plus (+) sign
designation.

A-2—Indicates
that capacity for
timely—payment
on—issues—with
this—designation
is—strong,

~~relative to other South African obligors. A-3 — Indicates satisfactory capacity — for timely payment, relative to other South African obligors. — They are, — however, somewhat more vulnerable to the adverse effects of changes in circumstances than obligations carrying — the higher designations.~~