

# **LEPELLE – NKUMPI MUNICIPALITY**



## **LEPELLE-NKUMPI MUNICIPALITY REVIEWED INVESTMENT & CASH MANAGEMENT POLICY**

**2015 -2016**

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**LEPELLE – NKUMPI LOCAL MUNICIPALITY  
DRAFT INVESTMENT & CASH MANAGEMENT POLICY**

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**1. Definition: In this cash and investment management policy, unless the context indicated otherwise, a word of expression to which a meaning has been assigned in the local government MFMA act no: 56 of 2003 and other related legislations/regulations, norms, by-laws, having the same meaning with the act.**

- ❖ Accounting officer, is the Municipal Manager
- ❖ Act: means the local government MFMA act 56 of 2003 MSMA act 32 2000
- ❖ Accounting principles; means acquiring goods and services through procurement policies
- ❖ Agent means professional bodies appointed to execute a specific task on behalf of the municipality entity
- ❖ Accounts means statements of monies received
- ❖ Assignee means a person with delegated authority
- ❖ Bank means an institution recognised statement of financial holdings on behalf of the municipality
- ❖ Cash means monies such as bank notes and coins or cash equivalents
- ❖ Chief financial officer means a responsible official for financial affairs of the municipality
- ❖ Constitution of the republic of South Africa act 108 of 1996: means the supreme law of South Africa
- ❖ Cash management: means efficient and effective management of funds
- ❖ Delegated authority: means any authority delegated to MFMA
- ❖ Diversification of investments: means investing in more, or more than one type of financial instruments
- ❖ Investments ethics: means ethical framework within which investment must take place
- ❖ Liquidity means the ease with which financial instruments can be converted to cash or cash equivalents
- ❖ Municipality means the agent of the central government at local level
- ❖ Ownership means all investment must be in the name of municipality entity
- ❖ Short-term investments means a financial instrument with a lifespan or maturity of less than 1 year
- ❖ Long term means financial instrument with a lifespan or maturity of greater than a year.

**2. Municipality  
Investment and cash management policy**

**2.1 Introduction**

In terms of MFMA section 13(2) each municipal council and governing body shall adopt by resolution and investment policy regarding of its monies not immediately required

An accounting officer has an obligation to ensure that cash resources are managed as efficiently and economically as possible. Competitive investment and effective cash management ensures both short term and long terms viability and sustainability of the municipality. Hence, it is critical for the municipality to have its own investment and cash management policy located within the local government framework and must be in accordance with the municipal investment regulations. This policy should be read and understood against background.



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## ***2.2 Objectives of the policy***

The primary and the ultimate goal of the investment of funds is to earn the safety of returns on investment principal, an amount invested whilst managing liquidity requirements and providing the highest return on investment at minimum risk, within the parameters of authorised instruments as per the MFMA

## ***2.3 Cash flow estimates***

Before monies can be invested, the accounting officer or his/her delegate must be determine whether there will be surplus funds after meeting the necessary requirements

To be able make investments for any fixed terms; it is essential that the cash flow estimates be drawn up.

The auditor general requires the financial institution, whereby the investment is made to issue a certificate for each investment made. This certificate must be state that no commission has nor will, be paid to any agent or third party, or to any person nominated by the agent or third party.

## ***2.4 Investment ethics***

The municipal manager and his/her delegate are responsible for the investment of funds and must ensure that there is no interference in such proceedings. Under no circumstance may he/she accept any gift unless that gift can be deemed so small that it would not have an influence on his/her relationship with the said institution. The above R350.00 must be declared to the municipality.

The municipality manager and his/her delegate must act in accordance with relevant policy/pieces of legislation and must report any serious cases of payment in kind or gifts, to the municipal council. Excessive gifts and hospitality should be avoided at all costs

## ***2.5 Risk management***

The preservation of principal is the foremost objective of the investment program. To accomplish this objective, diversification is required to ensure that the municipal manager or his/her nominee prudently manages risk exposure. Risk profiles should be minimised by only placing investment with institutions and instruments approved by the public investment, commission or the republic of South Africa National minister of finance.

## ***2.6 Prudence***

Investment shall be made with care, skill, prudence and diligence. The approach must be that which a prudent person acting in a like capacity and familiar with investment matters would use in the investment of funds of like character and with



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like aims, to safeguard the principal and maintain the liquidity needs of the municipality. Investment official are required to:

### ***2.7 Adhere to written procedures and policy guidelines***

Exercise due diligence  
Prepare all reports timorously.  
Exercise strict compliance with all legislation

### ***2.8 Ownership***

All investment must be made in the name of the municipality.

### ***2.9 Delegation of Authority***

The delegation to authorise investments must distinguish between short-term & long-term investments. The authority to make long-term investment as provision of security is vested with the municipal council in terms of section 48 of the MFMA and with reference to section 11 (1)(h) of the MFMA dealing with cash management, the responsibility to make short investments lies with municipal manager or chief financial officer or any other senior financial official authorised by either the municipal manager or chief financial officer/ relevant assignee.

The local government municipal system act 2000 section 2(60)(2) states that the municipal council may only delegate to an accounting officer, executive committee or executive mayor or chief financial officer decision to make investments on behalf of the municipality within a policy framework determined by the minister of finance.

The chief financial officer is responsible for the investment of the municipality's funds that are made under section 13 of MFMA

Where payments to financial institution in respect of investment are to be affected by cheque or electronic fund transfer.

### ***2.10 The following procedures must be observed***

The finance official must complete a requisition form and submit it to the municipal manager or the chief financial officer together with the supporting quotations. The municipal manager and the chief financial officer must either authorise the requisition or submit it to municipal council for authorisation depending on the value such an investments.

When the municipal manager have authorised the requisition, the chief financial officer or their delegate signatories are required to sign the cheque or make electronic transfer and submit it to the financial institution concerned.

### ***2.11 All investments must be signed by two authorised cheque signatories***

The chief financial officer must ensure that a bank, insurance company or other financial institution, which at end of a financial year holds, or at any time during a financial year held, an investment for the municipality must;



Within 30 days after the end of that financial year, inform the Auditor –general, in written form about all investment, including the opening and closing balances of such an investment(s) in that particular financial period

Promptly disclose information regarding the investment when so requested by the National Treasury or the Auditor-general.

Promptly disclose information of any possible or actual change in the investment portfolio that could or will have adverse effect.

### ***2.12 Policy review***

The investment register should be kept of all investment made. The following facts are indicated;

### ***2.13 Internal control procedures***

An investment register should be kept of all investment made. The following facts must be indicated.

#### ***Name of institution***

- Capital Invested
- Date invested
- Interest rate and
- Maturity date

### ***2.14 Interest register and accounting records must be reconciled on monthly basis.***

The investment register must be examined on a fortnightly basis by the senior official under the discretion of CFO or delegate official, to identify investment falling due within the next two weeks.

An investment plan must then be established for the next calendar month bearing in mind the cash flow pre-rogative.

Interest, correctly, calculated, must be received timorously, together with any distributable capital. The chief financial officer or his/her delegated assignee must check that the interest is calculated correctly, in relation to sound universally accepted financial management practices.

Investment document and certificates must be safeguarded in fire resistant safe, with dual custody.

### ***2.15 The entailed document must be safeguarded.***

- Fixed deposit letter or investment certificate.
- Receipts for capital invested.
- Copy of electronic transfer or cheque requisition.
- Schedule of comparative investment figures
- Commission certificate indicating no commission was paid on the investment
- Interest rate quoted



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## **2.16 All investment must be denominated in the republic of South Africa rand**

The Chief Financial officer or his/her delegated assignee are responsible for ensuring that the invested funds have been invested with financial institution that is or are inline and approved by the republic of south Africa: national minister of finance, public investors commission or and with rating of AA and endeavour to minimize risk exposure.

## **2.17 Reporting and monitoring procedures**

The Municipal Manager must on a quarterly basis submit to council a report describing in full details the investment and cash flow position of the municipality.

***The report must contain a statement, prepare in compliance with generally recognised accounting principles/general municipal accounting principles, that states the***

- Period of investment
- Type of investment
- Expiry date of investment
- The market value of each investment as at the beginning of the reporting period.
- Any changes to the investment portfolio during the reporting period
- The market value of each investment as at the end of the reporting period and
- Accrued interest and yield for the reporting period

## **2.18 Permitted investments**

The republic of South Africa national minister of finance may identify by regulation in terms of section 168 of the municipal finance management act instruction or investment other than those referred to below in which the municipality may invest:

- Deposit with banks registered in terms of banks act 1990(act of 1990)
- Securities issued by the national government
- Investment with the public investment commissioners as contemplated by the public investment commission act(act no 5 of 1984)
- Listed corporate bonds with an investment grade rating from a nationally or internationally recognised credit rating agency
- Deposits with the corporation for public deposits as contemplate by the corporation for public deposits act, 1984(act 46 of 1984)
- Banker's accepted certificates or negotiation certificates of deposits of banks registered in terms of the banks act 1990(act no 94 of 1990)
- Municipal bonds issued by municipal
- Guaranteed endowment policies with the intention of establishing a sinking fund



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- Repurchase agreements with banks registered in terms of the banks act 1990(act no 94 of 1994)

### ***2.19 Investment diversification***

The chief financial officer must ensure that available money is not invested with one institution. Investment will be restricted to institution with a minimum credit rating of (A)

***The maximum term for any investment may be 3 years.***

### ***2.20 Performance evaluation***

Performance of the investment portfolio must be evaluated quarterly. The time weighted yield attributable to the investment portfolio must be calculated each quarter and compared with the existing returns available on securities issued by the national government.

A report discussing the performance of the investment portfolio must be submitted to the chief financial officer within 10 days working at the of the end of each month.

### ***2.21 Use of independent investment managers***

Should the need arise to use an investment manager at any time; one will be appointed using supply chain management and practice.

### ***2.22 Cash management***

The chief financial officer, inter-alia, has to ensure financial viability and sustainability of the municipality. In order to achieve this in a sustainable manner the chief financial officer must ensure that internal financial systems and controls are in place that will enable the municipality to detect the mismanagement of funds.

### ***2.23 Delegations***

The incumbents of the following post are authorized to sign cheques/ Transfers on behalf of Council

#### **Cheques**

A-Signatories: Municipal Manager/Chief Financial Officer

B-Signatories Expenditure Manager, Revenue Manager, Budget Manager.

Payment must be signed by at least one A-signatory and one B signatory.

#### **Electronic Funds Transfer (EFT)**

Authorisation same as cheques above





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## **2.24 Payment of creditors**

Due to the high bank charges with regard to the cheque payments, it is essential to limit the payment of creditors and encourages electronic transfers (subject to management and control)

When considering the time to pay a creditor, proper consideration must be given to the conditions of credit terms of payment offered.

In cases where a cash discount is given for early settlement, the discount, if the relevant time scale is taken into account, must in most cases be more than any investment benefit that could be received from temporarily investing the funds.

## **2.25 If discounts are offered for early settlement they must be properly considered and utilized.**

Besides this, the normal conditions of credit terms of payments offered by suppliers must also be considered and utilized to the full by paying on the due date and not earlier, provided that no worthwhile discount is available or offered.

*Bank and cash in terms of the local government MFMA act no 56 of 2003 chapter Part 1*

- All names of bank accounts must be changed to the name of the newly created municipality.
- New bank accounts must be opened if required.
- All banks accounts currently held and transferred to the municipality must be accounted for in the new accounting system
- The official responsible must ensure that the name change on the accounts has been effected
- All bank and cash must be made in terms of cash management policy
- Every municipality must open and maintain at least one bank account in the name of the municipality
- All money received by a municipality must be paid into its bank account in the name of the municipality as per the above mentioned legislative framework.

## **2.26 Management of stock**

Cash management must be improved by seeing that adequate stock control is exerted over all goods kept in stock.

## **2.27 Short and long term debt**

A municipality may only incur debt in terms of MFMA (act no 56 of 2003). The municipality may incur two types of debt, namely short-terms debt.

## **2.28 Short term debt**

***A municipality may incur short- term debt only when necessary to bridge:***

- Shortfalls within a financial year during which the debt is incurred, in expectation of specific and realistic anticipated income to be received within that financial year or
- Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocation or long-term debt commitments.



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### ***A municipality***

- Must pay off short-term debt within a financial year and
- May not renew or refinance its short-term debt.

### ***2.29 Long term debt***

A municipality may incur long-term debt for purpose of financing its long-term strategic object, as outlined in the constitution of republic of South Africa act no 108 of 1996 and chapter 7 on the local formation (government)

- To provide democratic and accountable government for local inhabitants
- To ensure the provision of services to inhabitants in a sustainable manner
- To promote social and economic development, which is gear at the general welfare of the local inhabitants?
- To promote a safe and healthy environment
- To encourage the engagement of communities and community organizations in the manner of local governance

**All debt shall be raised in strict compliance with the MFMA, and only with the prior approval of Council.**

### ***2.30 Conclusion***

The municipal manager in particular and chief financial officer must ensure that the operationalisation of the policy is done in accordance to the prescripts. Any deviations due to unforeseen circumstances must be brought to the attention of the municipal council in a written form and recommendation remedial solutions thereof.

### **2.31 Policy Amendments and Reviewal**

No amendment(s) may be made to any section of this policy without such amendment (s) first being:

- Consulted upon with the Municipal Manager.
- Duly approved and signed by the Council.

The reviewal of the policy is part of the submissions of the Budget related policies that are done when tabling the Budget or the Adjustment Budget.

The policy will come into effect from 1 July 2015 after approval by Council with resolution number .....