



# **Policies and procedures**

# FINANCIAL REGULATIONS

- Budgeting
- Accounting policies
- Accounting records
- Expenditure
- Salaries and benefits
- Assets and investments
- Research grants and contracts



# RISKS BEING FACED

- Asset register
- Password abuse
- Lack of evidence – paper trail
- Virements
- IDR transactions > R10000



# GIFTS POLICY

- This is being developed in the office of the Registrar.
- Exposure of risk in receiving gifts.
- Disclosure
- Avoidance= Risk Elimination



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search ID: jmo1785

"This is Thompson, he has a black belt in budget control."



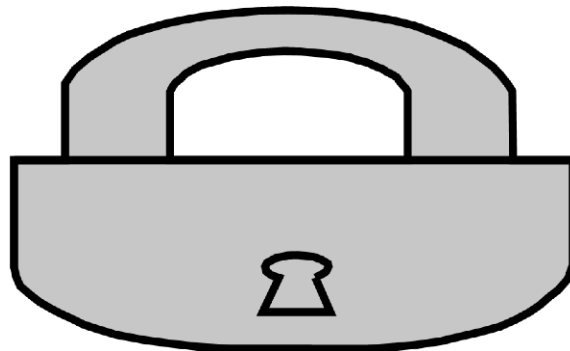
# BUDGETING

- School Managers should monitor spend vs budget at least monthly
- Any discrepancies should be notified immediately to the HOS & College Finance Manager
- Virements within same categories are authorised by Dean/HOS.
- Virements between categories must be approved by the DVC and approval must be lodged with CFO



# USE OF PASSWORDS

- Staff should not share passwords
- Passwords should be changed regularly and these must be strong
- Passwords should not be obvious ie should contain text and numbers
- When not at your desk ensure you log out of the system. A fraudster needs less than a minute to abuse your password



# ASSETS REGISTER

- Lack of assets registers in the college is a major challenge
- A project is being planned to create asset registers for the schools
- College Finance Manager to develop Project Plan to create asset register
- Project Plan to be discussed with HOS and School Managers and then implemented







# DISCUSSION QUESTIONS

**TOP 10  
STRESS  
MANAGEMENT  
TECHNIQUES**

1. EAT
2. SLEEP
3. EAT
4. SLEEP
5. EAT
6. SLEEP
7. EAT
8. SLEEP
9. EAT
10. SLEEP

