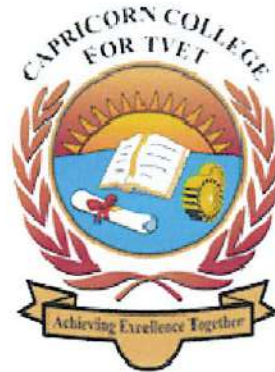


**CAPRICORN TECHNICAL, VOCATIONAL EDUCATION & TRAINING
COLLEGE**

ISO 9001:2008 CERTIFICATED



DELEGATION OF AUTHORITY FINANCIAL SERVICES

**CENTRAL OFFICE
CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA**

Policy Developed: 30/07/2021

**Approved by
Management: 30/07/2021**

Approved by Council: 08/09/2021

Combs Moly

15/09/2021

**Next revision date:
August 2024**

VISION OF CAPRICORN TVET COLLEGE

“To be a dynamic Technical Vocational Education and Training Institution of Excellence”

MOTTO: Achieving Excellence Together

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

To offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships.

Values

- **Leadership:** We value leadership in directing performance of others in the TVET sector and leading the way.
- **Teamwork:** Our employees work as a team and value the contributions of each individual. We know that our people are our most important resource.
- **Respect:** We treat others as we would like to be treated ourselves. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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1. Legislative framework and best practices

The following legislative frameworks and best practices have been taken into account during the development of the proposed Delegations of Authority for Public Technical and Vocational Education and Training (TVET) Colleges relating to Finance and Governance:

- Further Education and Training College Act No. 16 of 2006, as amended;
- Public Finance Management Act No.1 of 1999 (“PFMA”), as amended;
- Procurement Guidelines issued by National Treasury;
- College Supply Chain Management Policy as recommended by DHET;

This Delegation of Authority - Finance and Governance seeks, within the parameters of the above legislative framework and best practices, to create a structured decision-making platform at Council and Accounting Officer levels in order to promote effective and efficient governance of the College.

2. Definitions, acronyms and abbreviations

For the purpose of this Delegation of Authority – Finance and Governance unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- “Act” – is the Continuing Education and Training Act No.16 of 2006, as amended.
- “Accounting Officer” – is the College Principal.
- “College” – is a Public TVET College (formerly known as a Public FET College).
- “College Statute” – means policy, code of conduct or any other rules developed by the Council in accordance with the Act.
- “Council” - is the Council of the College established in terms of the Act.
- “DPF” –Deputy Principal Finance
- “Department” – is the Department of Higher Education, Science and Innovation.
- “Minister” – is the Minister of Higher Education and Training.
- “PFMA” – Public Finance Management Act No 1 of 1999.
- “Portfolio manager” – A senior employee with the responsibility to account for specific college functions such as marketing.
- “SCM” – is Supply Chain Management.
- “TVET” – is Technical and Vocational Educational and Training.

3. Decision-making structures of the College

- 3.1 Governance of the College is vested in the Council (Section 10(1) of the Act) (the majority members of whom are appointed directly or approved by the Minister), the Academic Board of the College, and the Student Representative Council. Council is ultimately responsible and accountable for the Governance of the College. The Council derives its authority primarily from the College Statute and the Act.
- 3.2 Operational authority for the day-to-day running of the College is delegated by the Act (Section 13) to the Accounting Officer, with the authority to initiate and manage all the operational and administrative activities at the College.
- 3.3 The Accounting Officer will utilise the DHET recommended Supply Chain Management (SCM) Policy and its updates from time to time, that meets or exceeds the requirements of the Legislative and Governance Framework in (1) above, for application in the College. This shall necessitate the formation of a Supply Chain Management Structure,

currently residing within the Finance division. The SCM structure derives its authority from the SCM policy adopted by Council, and must therefore be read in conjunction with this framework.

- 3.4 To further its Governance, and to comply with the Act and Standard Statute requirements, Council will establish an Audit and Risk Committee, an Executive committee, a Finance Committee, a Conditions of Employment Committee and a Planning and Resource Committee. The conduct, roles and responsibilities of the committees will be guided by written terms of reference, known as Charters. These Committees will review and recommend submissions to Council, for Council's noting or adoption.

4. Delegation of Authority

Del No.	Description	Activity	Act / Policy Reference	Lowest Level delegate to	Remarks
4.1	Approval of payment relating to expenditure				
4.1.1	Approval of payment relating to expenditure R1 to R300,000 (VAT Included)	Approval of Payment	DAF	Deputy Principal Finance/Chief Financial Officer	Accounting Officer should provide written delegations on an annual basis
4.1.2	Approval of payment above R300,000	Approval of Payment	DAF	Accounting Officer	Accounting Officer may not delegate this activity
4.2	Supply Chain Delegations: Procurement/Provisioning of goods and services				
4.2.1	Purchase Requisition	Approval of Purchase Requisition	Recommended DHET SCM Policy	Budget Custodian i.e. Campus Manager or Portfolio Manager	None
4.2.2	Procurement R1 to R5,000 (VAT Included)	Approval of procurement	SCM Policy	SCM Manager	<R500 verbal or written quote; >R500 <R5,000 one written quotation
4.2.3	Procurement above R5,000 up to R30,000 (VAT Included)	Approval of procurement	SCM Policy	SCM Manager	Three written quotations
4.2.4	Procurement above R30,000 up to R300,000 (VAT Included)	Approval of procurement	SCM Policy	SCM Manager	Three written quotations reviewed by and recommended by a committee of four delegates

4.2.5	Procurement above R300,000 up to R500,000 (VAT Included)	Approval of procurement	SCM Policy	Bid Adjudication Committee	Three written quotations including Bid documentation; quotations to be reviewed and approved by Bid Adjudication Committee. Written delegation from the Accounting Officer to Bid Adjudication Committee
4.2.5	Procurement above R500,000 up to R1 000,000 (VAT Included)	Approval of procurement	SCM Policy	Bid Adjudication Committee	Three written quotations including Bid documentation; quotations to be reviewed and approved by Bid Adjudication Committee. Written delegation from the Accounting Officer to Bid Adjudication Committee
4.2.6	Procurement above R1 000,000	Approval of procurement and contract award	SCM Policy	Accounting Officer	Competitive Bid Process, Bid Specification committee, Bid Evaluation committee, Bid Adjudication Committee
4.2.7	Emergency Procurement	Any deviations from the procurement process	SCM Policy	Accounting Officer	Recommendation by Bid Adjudication Committee; Noted by Council

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4.2.8	Cancellation of Bids	Cancellation and re- invitation of Bids	SCM Policy	Accounting Officer	Recommendation by Bid Adjudication Committee; Noted by Council
4.2.9	Cancellation of Contract awarded to a supplier for goods/services	Cancellation of Contract awarded to a supplier for goods/services	SCM Policy	Accounting Officer	Recommendation by Bid Adjudication Committee or Project Manager. Noted by Council
4.2.10	Tender Advertisements and documentation	Approval of specifications	SCM Policy	Accounting Officer	None
4.2.11	Negotiations with Bidders	Negotiation of the final terms of a contract identified through a competitive bidding process	SCM Policy	Accounting Officer	None
4.2.12	Procurement Committees	Approval of Bid Specification, Bid Evaluation and Bid Adjudication Committees	SCM Policy	Accounting Officer	None
4.2.13	Public Private Partnership	Entering into Public Private Partnership agreements on behalf of the College including amendments to contracts	SCM Policy	Accounting Officer	Recommendation by Bid Adjudication Committee; Noted by Council; Approval by the Department of Higher Education and Training

4.3 College Operational Matters						
	Bank Account Management	Opening and Closing of Bank Accounts	Approved bank and cash management Policy	Accounting Officer	Noted by Council	
4.3.1	Financial Institutions	Selection of Financial Institutions, using the SCM Procurement Policy	Approved bank and cash management Policy	Accounting Officer	Noted by Council	
4.3.2	Bank Signatory Management	Appointment/change of bank signatories	Approved bank and cash management Policy	Accounting Officer	None	
4.3.3	Operating and Finance Lease	Entering into operating and finance lease agreements	Approved lease Policy	Accounting Officer	Noted by Council	
4.3.4	Gift Management	Manage gifts paid and received in terms of approved College Gift Policy	Approved Gift Policy	Deputy Principal Finance/Chief Financial Officer	Noted by Council	
4.3.5	Travel Authorisation	Preapproval of travel within approved budget and in terms of College Travel Policy	Approved Subsistence and travel Policy	Budget Custodian i.e. Campus Manager or Portfolio Manager	None	
4.3.6	International Travel	Preapproval of international travel within approved budget and in terms of College Travel Policy	Approved Subsistence and travel Policy	Accounting Officer	Approval by Council and Minister	
4.3.7						

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5. Adoption of policy

This policy is effective from the date on which it is adopted by the Council

6. Availability of the Delegation of authority policy

This delegation of authority will be subject to an annual review by College management to ensure its relevance.

7. Annual review of policy

This delegation of authority will be subject to an annual review by College management to ensure its relevance.

8. Non-adherence of policy

Non-adherence to this policy will result in disciplinary processes.