



**REVENUE MANAGEMENT POLICY**  
**UTHUKELA ECONOMIC DEVELOPMENT AGENCY**  
**2026/2027 FINANCIAL YEAR**

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## **1. AIM AND INTENT OF REVENUE MANAGEMENT POLICY**

It is the intent of this policy to practice revenue management at the UThukela Economic Development Agency according to the requirements of the Local Government: Agency Finance Management Act, No. 56 of 2003 and as well as the Local Government: Agency Systems Act, No. 32 of 2000.:

## **2. HIGH LEVEL ROLES AND RESPONSIBILITIES FOR REVENUE MANAGEMENT**

The function of revenue management is, according to the Local Government: Agency Finance Management Act, No. 56 of 2003 a mutual responsibility, created through appropriate delegations to the following role-players.

- The Accounting Officer
- The Top Management and,
- The Chief Financial Officer
- Any Official & External Consultant duly appointed

### **2.1. ROLES AND RESPONSIBILITIES OF THE ACCOUNTING OFFICER**

The Chief Executive Officer (CEO) of UThukela Economic Development Agency is the accounting officer of this Agency for the purposes of MFMA, and, must -

- (a) exercise the functions and powers assigned to an accounting officer in terms of MFMA;
- (b) provide guidance and advice on compliance with MFMA to-
  - (i) the political structures, political office-bearers and officials of the Agency; and (ii) any Agency entity under the sole or shared control of the Agency.

### **2.2. ROLES AND RESPONSIBILITIES OF TOP MANAGEMENT**

The top management of UThukela Economic Development Agency in terms of the Local Government: Agency Finance Management Act, No. 56 of 2003 refers to the section 57 managers, and they are:

2.2.1 The Director – Finance and Investments (The Chief Financial Officer);

2.2.2 The Director – Corporate Services;

2.2.3 The Director – LED and Tourism

The managers assist the accounting officer with the management and administration of UThukela Economic Development Agency in terms of the Local Government:

Agency Finance Management Act, No. 56 03 2003.

### **2.3. ROLES AND RESPONSIBILITIES OF CHIEF FINANCIAL OFFICER**

- (1) The Chief Financial Officer (CFO) of the UThukela Economic Development Agency-
  - (a) is administratively in charge of the budget and treasury office;
  - (b) must advise the accounting officer on the exercise of powers and duties assigned to the accounting officer in terms of the MFMA;
  - (c) must assist the accounting officer in the administration of the entity's bankaccounts and in the preparation and implementation of the Agency's budget; (d) must advise senior managers and other senior officials in the exercise of powers and duties assigned to them; and
  - (e) must perform such budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as delegated by the accounting officer to the chief financial officer.
  - (f) must collect and manage the Agency's revenue
- (2) The chief financial officer of an entity is accountable to the accounting officer (CEO) for the performance of the duties referred to above.

### **3. DETAILED ROLE OF ACCOUNTING OFFICER PERTAININ TO REVENUE MANAGEMENT**

- 1) The accounting officer of an entity is responsible for the management of the revenue of the Agency.
- 2) The accounting officer must take all reasonable steps to ensure-
  - (a) that revenue due to the Agency is calculated and collected on a monthly basis;
  - (b) that accounts for Agency tax and charges for Agency services are prepared on a monthly basis, or less often as may be prescribed where monthly accounts are uneconomical;
  - (c) that all money received is promptly deposited in accordance with this Act into the Agency's primary and other bank accounts;
  - (d) that the Agency has and maintains a management, accounting and information system which-
    - (i) recognizes revenue when it is earned;
    - (ii) accounts for receipts of revenue;

- (e) that the Agency has and maintains a system of internal control in respect of debtors and revenue, as may be prescribed;
  - (f) that the Agency charges interest on arrears, except where the board has granted exemptions in accordance with its budget-related policies and within a prescribed framework; and
  - (g) that all revenue received by the Agency, including revenue received by any collecting agent on its behalf, is reconciled at least once a monthly basis.
- 3) The accounting officer must immediately inform the National Treasury of any payments due by an organ of state to the Agency in respect of Agency tax or for Agency services, if such payments are regularly in arrears for periods of more than 30 days.
  - 4) The accounting officer must take all reasonable steps to ensure -
    - (a) that any funds (i.e. service fees) collected by the Agency on behalf of another organ of state is transferred to that organ of state at least on a monthly basis; and
    - (b) that such funds are not used for the purposes of the Agency

#### **4. POLICY AND PROCEDURE MANUAL ON COLLECTION AND BANKING OF REVENUE**

- (1) The CEO must-
  - a) establish effective administrative mechanisms, processes and procedures to collect money that is due and payable to the Agency; and
  - b) report thereon to the board.
- 2) All amounts owing to the Agency must be levied/raised by way of a debit in the applicable debtor's system.
- 3) Except when the chief financial officer has authorized a department to receive monies paid to the Agency, the chief financial officer must receive all payments.
- 4) No money may be accepted unless an official receipt can be issued immediately.
- 5) All monies received must be deposited daily in the Agency's bank account.
- 6) The chief financial officer must ensure that all monies received by any other department are regularly paid to her/his department or alternatively deposited into the Agency's bank account.
- 7) Every departmental head must without delay in writing notify the chief financial officer of any monies due to the Agency and the reasons why such monies are owed must be expounded in such notification.

#### **5. POLICY GUIDELINES ON REVENUE OWED TO THE AGENCY**

- (1) No amount owing to the Agency may be written off as irrecoverable without the approval by the board.

- (2) If a person who is or was in the employ of the Agency causes or caused the Agency loss or damage because he or she-
- (a) failed to collect money owing to the Agency for the collection of which she/he is or was responsible;
  - (b) is or was responsible for an irregular payment of money of the Agency;
  - (c) is or was responsible for a payment of money not supported by a proper voucher;
  - (d) due to an omission to carry out her/his duties, is or was responsible for fruitless expenditure of money of the Agency
  - (e) is or was responsible for a deficiency in, or for the destruction of or damage to money of the Agency, stamps, face value documents and forms having a potential value, securities, equipment, stores or any other property of the Agency; or
  - (f) due to an omission to carry out her/his duties, is or was responsible for a claim against the Agency,

2.1 In cases where the CEO was responsible for such loss or damage, the board, must-

- (a) determine the amount of such loss or damage;
  - (b) take disciplinary action where possible; and (c) in appropriate cases recover the loss or damage.
- (3) Any loss suffered by the Agency and which the CEO, or if the CEO is responsible, the board, suspects to be due to any fraudulent or corrupt act or an act of bribery committed by any person, must forthwith be reported to the South African Police Service.
- (4) If the board is of the opinion that the Agency is unable to determine the amount or circumstances of any loss, it may at its expense appoint a person registered under the Public Accountants' and Auditors' Act, 1991 (Act No. 80 of 1991), to assist the Agency to determine the amount of the loss or the circumstances in which it occurred.

## **6. POLICY AND PROCEDURE MANUAL ON RECEIPTS**

- (1) In accordance with the audit regulations, the receipt of all monies must immediately be recorded by means of a numbered official receipt or ticket or in any other way approved by the chief financial officer.
- (2) No alteration must be made to a receipt, ticket or other form of acknowledgement of payment.
- 3) Any error that appears on a receipt, ticket or other form of acknowledgement of payment must be corrected by issuing a new receipt and the cancellation of the erroneous one.

- 4) Every cancelled receipt form must be returned to its proper place in the receipt book or, in the absence of a receipt book, filed according to the instructions of the chief financial officer.
- 5) Any cash surplus found at any time must immediately be declared, a receipt issued in terms of the audit regulations and deposited without delay to the credit of the appropriate account.
- 6) Any cash deficits must immediately be reported to the departmental head concerned and replaced in accordance with the instructions of the chief financial officer.

## **7.PROCEDURE FOR WRITING-OFF OF LONG OUTSTANDING RECONCILING ITEMS**

- ❖ Unreconciled income related transactions such as unknown deposits and other unmatched transactions between the cashbook and the bank statements older than two (2) months must be thoroughly investigated and report of such investigation must be reviewed and signed off by the Chief Financial Officer as evidence of review. The Chief Financial Officer must recommend to the Accounting Officer for write off of the reconciling items investigated with the proposed accounting entries for such write off.
- ❖ On approval of the write off by the Accounting Officer the relevant accounting entries must be processed by the Chief Financial Officer on the General Ledger and clear the transactions from the bank reconciliation.
- ❖ The detailed supporting documentations of the write off should then be submitted to the board for noting and the detailed documents must be safeguarded for future reference.

## **8.REVENUE MANAGEMENT POLICY AND PROCEDURE MANUAL**

8.1.The Revenue Section of UThukela Economic Development Agencyhas sub-sections categorized according to their functionality as follows:

- 8.1.1 Transportation Services;
- 8.1.2 CIPC, SARS, CSD Services;
- 8.1.3 Business Plans

### **8.2TRANSPORTATION SERVICES: Procedures and Processes**

The Transportation Services is responsible for matters pertaining to:

- ❖ The transportation of seasonal crops of small SMME's to desired markets.

8.2.1 Customersare charged transportation costs based on the kilometres travelled to desired markets.

### **8.3CIPC, SARS CSD SERVICES: Procedures and Processes**

- 8.3.1 The section assists SMME's with company registrations.
- 8.3.2The SMME's are assisted with CSD registrations.

8.3.3 The SMME's are assisted with SARS registrations and clearance. Training is also provided on SARS filling.

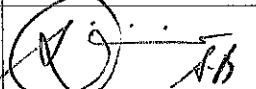
**8.4 BUSINESS PLANS: Procedures and Processes**

8.4.1 The section prepares business plans for SMME's for funding applications.

8.4.2 In the case of Businesses Plans the following documents should accompany the registration:

- \* ID Copy of the responsible person;
- \* Copy of Certificate of Incorporation, if a Company or Close Corporation;
- \* Copy of Certificate of Commencement of business, if Sole Trader;
- \* Proof of Residence
- \* The Company or Close Cooperation resolution, mandating the responsible person to run the affairs of that business.

**9. APPROVAL**

NAME	SIGNATURE	DESIGNATION	DATE
MR SB SIBISI		ACTING CHIEF EXECUTIVE OFFICER	29/05/2026