



Isalathiso: 20180829-5808
Inombolo yefayili: 5/P
Imibuzo: H Barnes

ISetyhula: 0033/2018
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, nakwiiNtloko zamacandelo namacandelwana (kwaNdlunkulu nakwii-ofisi zezithili)

Isishwankathelo esifutshane: *Isikhokelo esingokufakwa, ukuhanjiswa nokuchithwa kwefanitshala kunye nezixhobo zokusebenza.*

Isihloko: Ukulawulwa kwe-inventri kwaNdlunkulu nakwii-ofisi zezithili

1. Le setyhula ihlaziye ngokutsha kwaye itshitshisa iSetyhula 0040/2007 ngokupheleleyo.
2. Ngokwecandelo 38(1)(d) loMthetho woLawulo lweMali kaRhulumente (*Public Finance Management Act*) (PFMA), ka-1999 (uMthetho 1 ka-1999), umphathi ngamnye makamisele inkqubo yokulawulwa nokugcinwa ngokukhuselekileyo kwee-asethi. Ngaphezulu, iNtloko yeSebe mayibe nerejista yee-asethi emayichaze indawo kanye ezikuyo ezo asethi. Makugcinwe irekhodi epheleleyo yazo zonke izixhobo zokusebenza ezikudidi A ezinokubalwa (umz. iitafile, izitulo, iikhompyutha, iifeksi nezinye izixhobo zokuncedisa ekwenzeni umsebenzi) (*labour-saving devices*) ezikwiSebe leMfundo leNtshona Koloni (iWCED).
3. Emva kokubalwa kwestokhwe kwamvanje, ii-inventri zazo zonke izinto (ifanitshala nezixhobo), eziphantsi kolawulo lwegosa ngalinye zasayinwa ligosa elichaphazelekayo zaza zabekwa emva kocango kwindawo nganye ephantsi kolawulo lwabo. Oku kuthetha ukuba ezi zinto kufuneka zibekho xa uMphicothi-zincwadi Jikelele ephicotha irejista yee-asethi.
4. KwiiSetyhula 0028/2005 no-0041/2005, yange-23 Meyi 2005 neyange-17 Agasti 2005 ngokulandelelanayo, amagosa ayecelwe ukuba ukuba angazisusi ii-asethi azise kwezinye ii-ofisi ngaphandle kokwazisa iCandelo loLawulo lweeMpahla neeNkonzo ngeentshukumo ezilolo hlobo. Makuzaliswe ifom yokususwa kwe-inventri ukwenzela le njongo.
5. Ngethuba lokubalwa kwestokhwe ngo-2017/18 nokungeniswa kwerejista yee-asethi ukuze zibe nokuphicothwa, kwaqatshelwa ukuba abaphathi abajongene nestokhwe (*responsibility managers*) babenomkhwa wokukhe bangayithobeli imiqathango ebekiweyo

kwezi setyhula zikhankanywe ngentla, njengoko izinto ezikwii-inventri sele zasuswayo ngaphandle kokungeniswa kweefom zokususwa kwazo.

6. Bonke abaphathi abajongene nestokhwe (*responsibility managers*) kwakhona bayacelwa ukuba mabathobele okulandelayo:
 - 6.1 Makungasuswa nayiphi na into kwindawo ekuyo ngaphandle kokuba ifom yokususa izinto (isiHlomelo A), sele izalisiwe yaza yavunywa.
 - 6.2 Nayiphi na impahla ebiweyo okanye edukileyo kufuneka, ngokwenkqubo yokulawula ukulahleka kweempahla, mayixelwe ngoko nangoko kwiGosa loLawulo lweLahleko kwiSebe (*Departmental Loss Control Officer*), kwakunye neCandelwana loLawulo lwee-Asethi (*Asset Management Unit*), ukwenzela ukuba irejista yee-asethi ibe nokufakwa ingcaciso entsha.
 - 6.3 Ukuba kukho ukushota kwayo nayiphi na into okanye nayiphi na into engesasetyenziswayo/eyonakeleyo, icandelo lolawulo lwee-asethi elifanelekileyo malixelelwe ngokusebenzisa ifom yezinto ezigqithisileyo kwinani elifunekayo/ifom yezinto ezishotayo (isiHlomelo B). Igosa lolawulo lwee-asethi (amagosa olawulo ee-asethi) liya kulandela imigaqo efanelekileyo lize ligqithise ifom ezalisiweyo yaza yasayinwa kuBaphathi beCandelo loLawulo lwee-Asethi (ifumane ingqwalaselo kaMnu HG Barnes) kwaNdlunkulu. Makungabikho zinto ezingenako ukuphinda zilungiswe kwakhona/ezingasetyenziswayo emazishiywe epasejini okanye kufutshane neelifti. Kwiimeko ezilolo hlobo isaziso soko kungasenakusetyenziswa masinikwe ngerikhwizishini nganye, ihamba kunye nefom ezalisiweyo eyi-PGWC 002 form, ukwenzela ukuba into leyo (izinto ezo) ichaphazelekayo ibe nako ukususwa.
 - 6.4 ICandelwana loLawulo lwee-Asethi malisoloko lixelelwa ngazo zonke izinto ezithengiweyo, izipho nezinto ezigqithiselwe kwabanye ukuqinisekisa ukuba ii-inventri zisoloko zifakwa qho ingcaciso yamvanje.
 - 6.5 Ukuba kuye kwakho izixhobo ezitsha ezisandula ukuthengwa, eziziswe ngqo kwi-ofisi yakho ngumthengisi, umzekelo, iikhompyutha (idesktophu okanye ilephutophu) okanye ifanitshala, oku makuxelwe ngoko nangoko kwiCandelwana loLawulo lwee-Asethi, neliya kulungiselela ukuphawulwa (*marking*) nokufakwa kweebhakhowudi (*bar coding*) kwezo mpahla kwanokufakwa kwengcaciso yamvanje kwirejista yee-asethi. Malunga neekhompyutha eziziidesktophu, makuboniswe ukuba ngubani oza kuzisebenzisa, indawo kanye ekuyo ikhompyutha kunye nenombolo yolandelelwano (*serial number*) echaphazelekayo. Luxanduva olusemagxeni amagosa ukwenza amalungiselelo neCentre for eInnovation ukuza kufakwa kweekhompyutha. Ukuba kutshintshwa ikhompyutha ngenye, makunikwe iinkcukacha zaleyo itshintshwayo kuze kucelwe ukuchithwa kwayo (*disposal thereof*), kusetyenziswa ifom yerikhwizishini engu-Log 1. Yonke le ngcaciso ifunelwa ukuhlaziya irejista yee-asethi ngengcaciso yamvanje.
 - 6.6 Ukuba ileyibhile yebhakhowudi yayo nayiphi impahla iye yaxobuka okanye yaduka, mayixelwe ngoko nangoko kwiCandelwana loLawulo lwee-Asethi, neliya kuphinda liyincamathisele okanye liyisuse lifake enye.

7. Abaphathi abajongene nestokhwe (*responsibility managers*) kulindeleke kwakhona ukuba mabanyule igosa (kwicandelo ngalinye okanye kwi-ofisi yesithili) ekufuneka inkcazo yomsebenzi walo ibandakanye imisebenzi yomlawuli wee-asethi (*asset controller*) zelo candelo okanye ze-ofisi ethile (fumana kuqhotyoshelwe apha inkcazo yomsebenzi wolawulo lwee-asethi njengesihlomelo C). Bonke abaphathi abajongene nestokhwe baya kucelwa bathumele igama lomntu otyunjweyo kuMnu A Betz kule dilesi ilandelayo:
Room 620, 6th Floor
Grand Central Towers
Cape Town
8. Kuyathenjwa ukuba kuya kuhanjelwana mbo ngawo onke amaxesha nemiyalelo ekule setyhula ngomoya wentsebenziswano.
9. Imibuzo ngokubhalwe kule setyhula inokubhekiswa kula magosa alandelayo:
Mnu A Betz Ifoni 021 467 2805
Mnu H Barnes Ifoni 021 467 2049
10. Kucelwa abaphathi abajongene nestokhwe bazise bonke abasebenzi ngokukule setyhula ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-BK SCHREUDER

INTLOKO YESEBE LEMFUNDO

UMHLA: 2018-09-10



Asset Movement Form

I, hereby certify that I have moved the assets reflected on the inventory of the following Cost Centre: _____

Table with 3 columns: Description of asset, Barcode No., Serial No.

From: Room no.: _____ Room barcode: _____ Floor: _____ Building: _____

To: Room no.: _____ Room barcode: _____ Floor: _____ Building: _____

(a) Custodian (person handing over/directly in control of asset(s)):

Signature _____ Name _____ Designation (Rank) _____ Date _____

Asset controller (person responsible for asset management function):

Signature _____ Name _____ Designation (Rank) _____ Date _____

Responsibility manager/delegated official:

Signature _____ Name _____ Designation (Rank) _____ Date _____

(b) Custodian (person receiving/directly in control of asset(s)):

Signature _____ Name _____ Designation (Rank) _____ Date _____

Asset controller (person responsible for asset management function):

Signature _____ Name _____ Designation (Rank) _____ Date _____

Responsibility manager/delegated official:

Signature _____ Name _____ Designation (Rank) _____ Date _____

(c) Asset management official:

Signature _____ Name _____ Designation (Rank) _____ Date _____



Reporting of Surpluses/Shortages

A. Inventory Controller (person responsible for asset management function/directly in control of item)

I, the undersigned, would hereby like to apply for the rectification of the following items as reflected on inventory number: _____

Table with 5 columns: Barcode No., Description of asset, Quantity, Reason, Balance Adjustment No.

Signature Name Designation (Rank) Date

B. Chief User (Responsibility Manager) Document No.: _____

Complete documentation with regard to the investigation and findings on the items implicated has been attached hereto.

Signature Name Designation (Rank) Date

C. Senior Stores Official (person in charge of asset management)

I agree/do not agree with the application and approve/do not approve the necessary transferal(s) to the discrepancies account.

Signature Name Designation (Rank) Date

TO BE COMPLETED BY LOGIS USERS ONLY

D. Inventory/Miscellaneous Clerk (LOGIS Clerk)

System transfers have been done as per the attached LOG 4. New inventory reports have also been printed and signed.

Signature Name Designation (Rank) Date

E. Official Verifier (authoriser on LOGIS)

The transaction has been performed successfully according to prescripts.

Signature Name Designation (Rank) Date

(Reason codes: 01 - Surplus; 02 - Shortage)



JOB DESCRIPTION: ASSET CONTROLLER

1. Before signing the asset register, you must be satisfied that the items noted on it correspond with the physical equipment.
2. Ensure that your asset register is kept in a safe place as well as behind the door of that specific location.
3. If any doubt exists about the naming of an item, an expert or the Asset Management Unit must be consulted as this cannot be used as an excuse at a later stage when shortages/surpluses are identified on your asset register.
4. You are responsible for the safekeeping of equipment under your direct control (i.e. items on the asset register for which you have acknowledged receipt). When not in use, this equipment must be stored in a manner that will simplify the checking and handling thereof but will also restrict or eliminate the possibility of damage and theft.

Please note that you can be held responsible for any shortages encountered and it is therefore in your own interest to ensure that the storage space for items not in use is kept locked at all times.

5. Ensure the safekeeping of the key, it must be kept in your personal possession at all times and must never be left lying around.
6. Ensure that keys are not handed to other staff members unless the asset register has been handed over as well or a sub-asset controller has been appointed.
7. Where other officials will use equipment reflected on your asset register, you must ensure that proper control is instituted by means of a register (Annexure C-1 & C-2) so that receipts and returns can be recorded. The person to whom the item is issued must personally return the item. You may be held responsible for any shortages/surpluses that you did not immediately report in writing.
8. Regularly check your inventory to ensure that the equipment corresponds with your asset register. Any shortages/surpluses must immediately on discovery thereof be reported in writing to the Asset Manager at Head Office, who will assist you in the matter.
9. Apart from periodically checking the asset register, you are responsible for quarterly stocktaking and must submit a quarterly certificate (copy attached) to the Cost

Centre Manager, on which you indicate that you have personally checked the assets and what the findings were. The Asset Management Unit can assist in this regard.

10. Asset Controller(s) must assist cost centre officials in respect of:
 - 10.1 facilitating the permanent movement of assets between sections;
 - 10.2 following up on any items that were sent for repairs and not yet returned;
 - 10.3 ensuring that assets temporarily used elsewhere are brought to a central point for stock take purposes e.g. field workers; and
 - 10.4 maintaining proper record keeping of all asset movements.
11. You must indicate the following as an addition to the quarterly certificate:
 - 11.1 Any shortages/surpluses as well as the reason therefore.
 - 11.2 Any equipment that cannot be used must be indicated as obsolete (outdated), damaged or redundant.
12. You should safely file copies of all the reports that you submitted during your period as asset controller and which could later count in your favour when a shortage/surplus is discovered.
13. However, before you report a shortage/surplus in writing ascertain whether a data error has not been made on the asset register (with reference to the quantity and description of equipment). If so, take the report to the Asset Management Unit for rectification. If not, the following must be done:
 - 13.1 When a shortage has been discovered, ascertain whether the equipment is not in another office/division of the component.
 - 13.2 When a surplus has been discovered, ascertain whether the equipment does not belong to another office/section.
14. Should you be absent from duty for a considerable period of time, be transferred/seconded to another section or no longer be able to exercise control over the equipment on the applicable asset register, you must notify the Cost Centre Manager in writing at least seven days in advance so that another member can be appointed within delegated powers to take over from you. You must file a copy of the aforementioned notification and appointment, and ensure that a handing over certificate (Z584) is completed and signed.

15. You may delegate your responsibility to as many Sub-Asset Controllers as you deem necessary. Sub-Asset Controllers should be appointed in writing. You can compile sub-asset registers, which must correspond with the main asset register.
16. Ensure that all items under your control are marked in the appropriate manner as instructed in paragraph 10.2.1 of the Western Cape Provincial Treasury Instructions, issued on 01 December 2001 in terms of section 18(2)(a) of the Public Finance Management Act, 1999 (Act 1 of 1999).
17. Ensure that no transfer of items takes place between asset registers without the written approval of the Cost Centre Manager. The Asset Manager at Head Office must be informed accordingly and provided with a copy of the movement form.
18. Ensure that all the assets accounted for on the records are available for stocktaking purposes.
19. Ensure that all locked rooms, cabinet drawers, toolboxes, etc. have been unlocked and subjected to an asset count.
20. In cases where the key to storage places cannot be provided, such a storage place should be unlocked with the help of a locksmith for the account of the person responsible for such a place.

Cognisance has been taken of the contents of the above:

Name (in print):

Signature:

Date:

Persal no.:

Directorate/cost centre:

RESPONSIBILITY MANAGER:

Name (in print):

Signature:

Date: