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File no.: 4/3/R
Enquiries: CC Adendorff

Financial Accounting Minute: 0003/2019

To: Superintendent-General, Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads of all sub directorates and divisions and Finance personnel

Subject: Refunding of officials for parking in Grand Central Towers and the Golden Acre Building for official purposes only

1. The purpose of this minute is to provide guidelines on how to refund officials who have paid for parking in Grand Central Towers and the Golden Acre Building for official purposes conducted at the Western Cape Education Department's (WCED's) Head Office.
2. In terms of section 38(1)(a)(i) of the Public Finance Management Act, 1999 (Act 1 of 1999), the accounting officer of a department:
 - “(a) must ensure that that department, trading entity or constitutional institution has and maintains–
 - (i) effective, efficient and transparent systems of financial and risk management and internal control.”
3. In terms of paragraph 17.1.1 of the National Treasury Regulations, published in *Government Gazette* No. 27388 of 15 March 2005, the accounting officer must ensure that:

“All the transactions of an institution must be supported by authentic and verifiable source documents, clearly indicating the approved accounting allocation.”
4. The need for the refunding of parking fees arose because, as of 21 January 2019, stamped tickets were no longer accepted as a means of payment in Grand Central Towers and the Golden Acre Building.

5. The refunding of officials for parking in Grand Central Towers and the Golden Acre Building for official purposes only will be considered if it meets the requirements as set out in paragraph 7 of this minute.
6. Officials who have been allocated parking bays and access tags by the Directorate: Physical Resources Planning and Property Management will not be considered for a refunding in terms of this minute.
7. The authorising official of the claim and the responsibility managers must consider the following factors prior to approving the refunding for parking:
 - a) the nature of the official visit or the reasons for using the parking area;
 - b) the expected amount of time needed to conduct the official duties;
 - c) confirmation that the Government Garage (GG) vehicle was booked for the individual claiming the refund for the period that the refund is being claimed (if applicable); and
 - d) make sure that officials do not claim parking costs for normal everyday official duties.
8. The following documents must be submitted for the processing of the refund for parking for official purposes only:
 - a) a completed and approved claim form with supporting documents (receipts and other documents);
 - b) attached proof of the nature of the visit; and
 - c) the parking slip with the handwritten car registration number.
9. The processing of refunds by the various directorates must be done on the Basic Accounting System (BAS) and must comply with all payment policies.
10. This minute is effective from 01 September 2019.
11. Officials must ensure that they do not make use of reserved parking bays and parking bays allocated specifically for the use of GG vehicles. Only parking bays designated to the public may be used for the purposes of this minute. The building management will enforce strict clamping policies for parking violations. No refunds will be made for fees incurred for clamped vehicles or any other parking violations.
12. All refunding applications dated from 21 January 2019 will be refunded in terms of paragraph 8 above.

13. Officials are encouraged to consider using cheaper parking facilities and to share a vehicle if coming from the same venue and attending the same meeting for cost containment purposes.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2019-09-06