



STUDENTS' REPRESENTATIVE COUNCIL  
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# SRC 2021/22 TERMREPORT 2 TREASURER

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## Constitutional Responsibilities

Outside my constitutionally obligated duties, I am bound by duties allocated to me by the general SRC which are:

Treasurer

As the Chief Financial Officer of the SRC,

- a) Ensures that the financial resources of the SRC are used in a transparent, responsible, and sustainable manner
- b) Formulating, implementing, and acting as owner of policies that ensure transparent, responsible, and sustainable use of the SRC's financial resources
- c) Ensure the SRC has gravitas
- d) Proper recordkeeping and reporting of the SRC's financial activities

As a duly elected SRC member, my constitutional responsibilities can be split between the duties imposed on me as an SRC member, duties directly assigned to me by the Executive committee, and my portfolio-specific duties and my commitment to the Executive Committee as a member. This report will deal with all these capacities I served in. As an SRC Member, sections 21 and 26 impose the prevalent duties. Accordingly, I must always act in the best interest of students and actively promote their constitutionally provided rights. Other specific duties include representing students on institutional committees, evaluating, and giving input on institutional policies, to facilitate projects to the benefit of students. Section 26 further obligates me to submit a termly report of all my activities during the academic term to the Secretary. Finally, according to section 38, I must attend an SRC meeting every week during the academic term.

As an SRC Executive Member, section 41 imposes on me the additional responsibility to assist in managing the day-to-day matters of the SRC, approving, and amending the SRC Budget, and assisting in important decision-making under urgent circumstances. As the SRC Treasurer, section 28 imposes on me the responsibility to ensure the transparent, responsible, and sustainable managing of the SRC's financial resources, to formulate and amend financial policies which assist in the, preparing and draft the SRC's Budget, and finally to compile financial reports which illustrate the spending history of the SRC up until a point in time. In layman's terms, the Treasurer can be regarded as the Chief Financial Officer (CFO).

And I have diligently fulfilled my role in such regards. As per my job requirements, I have attended and completed all my weekly office duties. I have also attended all my meetings and training except the ones I had academic conflicting schedules. I failed in submitting my report 48 hours after it was due



## Portfolio Overview

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Although the Student Constitution provides a broad description of the duties and responsibilities imposed on the SRC Treasurer, it does not necessarily provide for all the functional day-to-day duties and responsibilities. The exact role and functioning of the SRC Treasurer derive from precedent and traditional workings and can therefore be divided into 5 main categories. Firstly, this portfolio is responsible for the SRC's budget. Although the power to approve and amend the budget lies within the executive committee's discretion- the Treasurer is delegated to perform the actual compilation. This includes all preceding procedures for the initial compilation and keeping the budget updated as amendments are made. Secondly, this portfolio must develop policies to ensure that the financial resources are spent transparently and responsibly. This would require drafting policies to regulate the internal financial affairs of the SRC within the broader institutional policy framework. The treasurer must then present these policies for approval at an SRC meeting as well as explain their work. Thirdly, the Treasurer must assist other portfolio holders with the financial aspects of their portfolio duties. This educational role requires the Treasurer to support other SRC members with financial processing and navigating the labyrinth that is often called the Division Finance. In practice this would include publishing guides, offering training, and answering queries. For portfolio holders not managing their cost centres, the Treasurer will take on the role of managing their expenses on their behalf. Fourthly, the Treasurer plays an administrative role in approving all expenses made. This is not a discretionary role but one of ensuring all expenses incurred are in fact in compliance with the predetermined policies and reflects on the approved portfolio budgets. Additionally, as a new addition, the SRC Treasurer's role in building and uplifting the SRC's ties with other financially related departments of SU – such as Suncom, Students Fees, and the Finance Division. Finally, this portfolio is ultimately responsible for the financial reporting of the SRC. Although this duty has been duly overlooked in past terms- it is intrinsically part of the Treasurer's duties in ensuring transparent usage of financial resources.



## Committees/Task Teams

### Quality Committee (QC)

The QC was established in 1993 to ensure all departments in this institution are following the appropriate procedure for assessing the quality of their 'services.' This committee does not itself assess the quality but assists the departments to set their criteria and rereviewing internal procedures. The QC aims to assess all departments over a 5-year cycle. Departments include all faculties and administrative departments of the Institution. The QC is chaired by the Vice-rector of Learning and Teaching and the secretary is the senior adviser of the Academic Planning and Quality Assurance division. The SRC holds 2 seats on this committee. During the QC meeting for the first term held on 22 November 2021 at 10:30 -11:30, we welcomed new members and passed farewell to retiring members. The updated and approved mandate was availed to the committee – the following have since then been approved as the mandates of this committee:

- a) Makes recommendations to the Executive Committee of the Senate for attention, discussion, and or further action.
- b) Has the powers of disposal to accept and approve self-evaluation and peer review reports and accept or refer-back improvement plans and follow-up reports.
- c) Provides institutional guidance and advice on quality assurance matters by identifying and sharing examples of good practice.
- d) Monitors the implementation of the Policy for Quality Assurance and Enhancement

At this meeting, we didn't table any self-evaluation or peer review reports by departments or professional academic and administrative support service (PASS) environments but rather focused our discussion on adapted themes and criteria for such evaluations, and the progress we are currently making with the institutional audit.

2<sup>nd</sup> Meeting: 25 March, 09:00 -13:00

On the agenda were peer reviews from some of the departments which were: 1, Microbiology 2, Afrikaans En Nederlands, Drama, and Agricultural Economics.

Key issues were raised by all departments. Which were the diversity profile of staff, diversity of students in post-graduate enrolments, limitations on the retention of institutional memory, and opportunities to correct such with retirements coming up in the relevant departments. Intentionality and headhunting were also tabled to be solutions for the mentioned problems.

### Library and Information

Awaiting further review by external experts and feedback channelled on how we can get adequate funding for the 21st-century library. 10 principles will be used in moving towards that and in the evaluation process which are 1, governance, infrastructure, broadening access, funding, human resources, collections, collaborations & partnerships, educational role, quality assurance & standards framework.

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Institutional Audit's memorandum was submitted to relevant student bodies for review before it is made public to the student population. As per the date of our meeting, consultations, meetings with students, and re-editing of the second draft are underway. SEC has had 6 meetings to date. The document will be made public for comments and for everyone to provide feedback. The goal of this consultation phase is to write an overarching report and we strongly advise students to engage in the future.

Officer Quality Assurance Contacts:

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### Stellenbosch University Co-Curricular Support Fund (SUCSF)/USKOF

USKOF was founded in 2011 after assessments were done and need was seen. Several departments and divisions within the university make funds available to support the co-curricular development of students and these funds are pooled and made available to the committee and utilized for the following reasons:

- a) Students' attendance of and participation in national and international conferences fall outside the formal academic offering.
- b) Support for student initiatives on campus in addition to the day-to-day activities of student structures for which there are existing budgets; and
- c) Support for Students' Representative Council's (SRC) initiatives linked to the above-mentioned, but also initiatives related to national and international co-curricular activities that are preferably not annual or repetitive events.

The application and utilization of the funds by students are assessed by reporting and similar ways of feedback. The SRC has 2 seats on this committee and aid in decision make and final approval of applicants. SUCSF/USKOF is administered by the Division of Student Affairs. Its operations are subject to institutional and covid regulations.

In our second meeting in January 2022 –

We discussed the risks associated with funding students that are not yet fully registered as they are technically not recognized as students yet. However, it was agreed that if a student hasn't or isn't graduating yet they can still be considered as we hope they will continue with their studies. We also deliberated on opening international travel opportunities on the condition that students take responsibility to fully equip themselves with any regulation changes e.g., covid 19, travel restrictions and insurance, and costs of PCR tests and vaccination. SRC was mandated together with team members to promote conferences and events within Africa and online courses. We agreed on not preventing future funding if the student chooses to attend an online event now and in person later



Next meeting: 23 February 2022 ( I was unfortunately unable to attend the meeting due to conflicting academic obligations )

### Social Impact Committee

The committee is administered by the division of social impact and chaired by the VR for Social Impact, Transformation & Personnel.

The DSI through its committees and relevant structures offers support in the following ways:

- Engaged Learning & Teaching support (contact [Ernestine Meyer-Adams](#))
- Engaged Citizenship (contact [Renee Hector-Kannemeyer](#))
- Engaged Research Support & Engaged Partnerships (contact [Mawethu Nyakatya](#))
- Volunteerism (contact [Michelle Pietersen](#): SU campus and Tygerberg campus)
- Social Impact Knowledge Platform (contact [Chevaan Peters](#))
- General, Building & Venue Enquiries (contact [Jubelian Korkie](#)) - 021 808 3712
- Financial Enquiries (contact [Fredelene Nefdt](#))
- Head of the Division (contact [Ernestine Meyer-Adams](#))

It mainly focuses on staff social impact initiatives. It comprises all staff departmental and campus social impact representatives i.e., 10 Faculties, 13 other departmental representatives, and 2 students one from TSR and one from SRC.

In our first meeting in February 2022 – 7 February -14:00 -16:00

A decision was made following different consultations to finally dissolve the NPO -MGD and integrate its structures into the Division of Social Impact. Members of the committee agreed to deliberate on whether students should be included on the Social Impact Funding Committee or not. There will be 3 workshops in February on reimagining social impact taking into consideration the merger and 4 Meetings to finalize the dissolution.

Here is all the documentation of interest:

[https://stellenbosch-my.sharepoint.com/:f/g/personal/pnhamo\\_sun\\_ac\\_za/E14N47JT1qIFnQT2tTHeR2gBGVUKn0Rzo4v2rqYNbPJWwg?e=sU05zX](https://stellenbosch-my.sharepoint.com/:f/g/personal/pnhamo_sun_ac_za/E14N47JT1qIFnQT2tTHeR2gBGVUKn0Rzo4v2rqYNbPJWwg?e=sU05zX)

### MGD Committee

This is the university's registered NPO governing board that aided with organizing and planning social impact initiatives on campus. The committee help students plan for the welcoming social impact morning and provide funding for the initiatives, therefore. Following recent deliberations – it is sad (happy) that MGD will be dissolved and reintegrated into DSI. Hence the most important question -Rethinking the structures and where students fit in.

There are 4 meetings – 1 on February 1 March 1 in April, and the last in July to finalize the dissolution and integration of the governing board into DSI



## Student Achievement Committee

No meetings to date.

## Bridge the gap: Student Debt

Is the committee that was created to support the annual fund. The annual fund enables the student community, staff, alumni, parents, and friends to support our students with the things that are making their lives undeniably difficult. The aim is to close the gap between talent and financial need, something we all care about. The immediate, tangible difference in the lives of SU students can be made by giving to the Bridge the gap annual fund. The gifts to the annual fund fuel residential university life, our student wellness resources, outreach programs for student success, and help SU to strike a better balance between academic excellence, a cohesive support system, and a vibrant SU community

1<sup>st</sup> & 2<sup>nd</sup> Meeting (29/03/2022 – 13:00 -14:00)

Key conclusions from the meetings about raising funds were:

- a. Reaching out to our networks and our community's network
- b. Reaching out to companies & businesses
- c. Launching day – making sure that every community chooses what they will do to support the fund
- d. Having a Coetzezenburg run to help raise funds.
- e. Reintroducing the idea to our staff members and helping them become an active part of the process.

## Committee for Bursaries and Loans

### First Meeting: 25 March 2022

Minutes for 22 September 2021 were approved. General funding reallocation was discussed and clearing of some grey areas. Feedback on establishing a smaller working group to interrogate various fundraising strategies to recruit top performers, the feasibility of named (prestige) scholarships, and other areas of possible support. The vacancy of a Senate representative on CBL was also discussed.

Next Meeting: 13 April 2022 ,09:00 – 10:00



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## Term Overview

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### Treasurer Overview

As a new treasurer this term, I processed transactions, tried amending and rectifying some issues from our previous term, recorded our financial activities, and processed transactions for all the members who needed the service.

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## Budget Usage

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<u>Project</u>	<u>Amount budgeted</u>	<u>Amount utilized</u>	<u>Amount available</u>
	R0	R0	R0

I haven't utilized any funds to date.



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## Plans for next term

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1. Compile the SRC Midterm Financial Report by 16 April which will be open to all our stakeholders.
2. To serve the team in the best way possible and to grow more patience as the Treasurer 😊

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