SRC 2020/2021 Annual Report

Philip Visage, Treasurer, Pvisage@sun.ac.za

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Constitutional Responsibilities

As the SRC Treasurer and Policy Officer, my constitutional responsibilities can be split between the duties imposed on me as an SRC member, a member of the SRC Executive Committee and my portfolio specific duties. **This report will deal with all these capacities I served in, except for my role as Policy Officer. Please refer to that report for full information.**

As an SRC Member, sections 21 and 26 impose the prevalent duties. Accordingly, I must always act in the best interest of students and to actively promote their constitutionally provided rights. Other specific duties include to represent students on institutional committees, to evaluate and give input on institutional policies, to facilitate projects to the benefit of students and finally to formulate policy in order for the SRC to perform their duties effectively. 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 have to attend an SRC meeting every two weeks during the academic term.

As an Executive Committee member, section 35 and 36 imposes additional obligations. This includes setting the agenda for SRC meetings, managing the day-to-day activities of the SRC, compiling the SRC budget and deciding on portfolio allocations. Finally, I am required to attend weekly meetings.

As the Treasurer I am constitutionally mandated to perform certain policy and administrative duties. This includes developing financial policies for the SRC to ensure the transparent and responsible use of the financial resources and acting to ensure that these policies are adhered to. Practically this translates into the responsibility of approving all expenditure to be in line with pre-determined criteria.

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Portfolio Overview

The Treasurer's portfolio duties are not set out in detail within the Student Constitution. As such the exact functioning and duties of the portfolio have developed to fit into the traditional workings of an SRC and the overarching structure enforced by Student Governance. Within this context and my personal experience over the past term, the current portfolio duties can be distinguished into 5 broad 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 in a transparent and responsible manner. 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 working.

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 own 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 pre-determined policies and reflects on the approved portfolio budgets.

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.

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Committees / Task Teams

Outside of the abovementioned portfolio duties, I served on the following committees:

Institutional Committees:

Senate

The Senate is responsible for the academic and research functions of the Institution and reports to the Council. Its composition is by and large professors of the Institution with some members of the senior management also represented. Its functions can be found in section 19 of the Stellenbosch University Statute and can be summarised as regulating all learning, teaching, research, and academic support functions at the Institution. It is further responsible for forwarding recommendations to Council on policies that affect academic matters.

The first Senate meeting of my term took place on 27 November 2020. In this meeting, the vice rectors for Social Impact and Strategy & Internationalization were re-appointed by a simple majority vote. The Rector, Vice Rector for Learning and Teaching and the Chief Operating Officer presented management reports to Senate in which members could raise questions. It was however made clear that these reports are not delivered as an accountability mechanism and that these senior management officials do not report to Senate but that this is merely a presentation of the Institution's current standing. Outside of general rule amendments proposed by various committees there was amendments made to the Disciplinary code of the Institution specifically with regards to what constitutes academic misconduct and in what instances legal representation may be sought by a student.

The second Senate meeting of my term took place on 4 June 2021. In this meeting Management reports were presented, the Library Committee annual report was presented, and APC recommendations were explained. Two management reports were presented by the Rector and Vice-Rector Social Impact, Transformation & Personnel respectively.

The third Senate meeting of my term took place on 4 June 2021. In this meeting Management reports were presented, the Library Committee annual report was presented, and APC recommendations were explained. Two management reports were presented by the Rector and Vice-Rector Social Impact, Transformation & Personnel respectively.

The fourth Senate meeting of my term took place on 10 September 2021. In this meeting Management reports were presented, the Honorary Degrees was voted on, Senate members serving on various committees (including Council) was voted on, and APC recommendations were explained. Two management reports were presented by the Rector and Vice-Rector Strategy and Internationalization respectively.

Naming Committee

The Naming Committee was established in terms of the Institution's Policy on the naming of Buildings, Venues and other Facilities/Premises. The main objective during our term was to propose a new name for the former Wilcocks building to Rectorate. This committee was chaired by the Registrar and included 5 staff members, a representative from the alumni relations, an historian and 2 student representatives.

The committee's function with regards to Wilcocks has been completed and the committee suspended thereafter. This committee's internal discussions, procedures and conclusions were

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deemed to be confidential by the chair and as such no information on that can be shared in this report.

A follow-up meeting was held on 10 September to update members on the proceedings. The final analysis on the new name- Krotoa- was shared and the plans going forward was discussed.

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 own criteria and reviews their 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 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, 3 departments were reviewed in varying phases of the process. The specific departments were the Finance Division, Campus Health Services and the Division for Research development with specific focus on the pending review of doctoral qualifications.

During the QC meeting for the second term, 3 departments were reviewed. The specific departments were the History Department, Agronomy Department and Engineering Faculty.

During the QC meeting for the third term, 3 departments were reviewed. The specific departments were the Theology Faculty, Agronomy Department and Division of Student Affairs.

During the QC meeting for the fourth term, 7 departments were reviewed. The specific departments were MatieSport, Department of Statistics and Actuarial Science, Transformation Office, Campus Health Services, School of Geospatial studies, Department of Conservation Ecology, and the Department of Earth Science. The new mandate for QC that will be presented to the Executive Committee of Senate was also discussed and finalised.

Student Debt Working Group (SDWG)

This working group was established in 2018 with the sole purpose of providing in-debt students financial access to register for their studies. Historically this working group was referred to as the 'historic debt task team' but due to the misperceptions that this working group aims to assist with all historic debt the name was changed. As it now stands the main criteria that the SDWG uses is whether a student intends to register for studies in this year but is barred from doing so by their debt due to the Institution. It is important to understand that this is not an institutional committee with a set budget but merely a working group of staff and students that aim to divert and direct students to appropriate channels and find funding to assist them to clear their debt in order to register. As it stands, the SDWG consists of 3 staff members from the Undergraduate and Postgraduate funding offices as well as a member from Student Accounts. The student section consists of two SRC members.

At the time of this report, the working group has concluded their work. Due to the ad hoc nature, the institution is currently working on institutionalising the duties performed thereby and the SRC members serving thereon are assisting with advice on how such a committee should be structured

Senate Library Committee

This sub-committee of Senate reports to Senate on the academic activities of the Library and Information Service. Practically this entails developing policies, reviewing existing policies and giving strategic input from an academic perspective on the activities and functioning of the Library and

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Information Service. The scope of this committee's review and report powers covers all 6 SU libraries as well as the infrastructure utilised to provide access of the information material to students and staff of the Institution. The committee is chaired by the Vice-Rector for Research, Innovation and postgraduate studies and include other senior staff members such as the Vice-Rector for Learning and Teaching, the Dean of Students, the Senior Director: Library and Information Services and the Chairperson of the department of Information Science. The remainder of the committee consists of 7 members of Senate and 2 SRC members which alternate attending meetings. This Committee currently only meets twice in a calendar year.

I attended the second sitting of this committee on the 25th of August 2021. In this meeting, the provisional material budget was discussed, an update was provided on the library refurbishment process, and the upcoming evaluation of the Library Service was discussed. An engagement was further held on the availability of books during Covid and how to make it more accessible for students.

It is recommended that a single SRC member take over this seat so as to provide some continuity in this committee.

SRC Committees

SRC Executive Committee

The SRC Executive Committee is established by section 34 of the Student Constitution, and I serve thereon by virtue of being the Treasurer. This committee is given additional powers and duties for the proper administration of the SRC's functions. Such duties are set out in above under constitutional responsibilities. Above and beyond those powers, the executive committee has been delegated additional duties and powers by institutional structures that have not been directly delegated unto them in terms of section 35(1)(c). The powers below do have not have direct constitutional authorisation but have been developed through custom. This includes meetings solely between Rectorate and the executive committee on a regular basis; meetings solely between the senior management of DSAF (Division for Student Affairs) and the executive committee; appointing SRC Managers; and making urgent decisions whilst the SRC is in recess.

SRC Disciplinary Committee

The SRC Disciplinary Committee is a sub-committee established by the Vice-Chairperson by virtue of their responsibility to manage the internal relations and discipline in the SRC. This committee takes the responsibility to amend the code of conduct that is then presented to the SRC to adopt in terms of section 29 of the Constitution. This committee then utilises the procedures in the adopted code of conduct to discipline SRC members when appropriate. The composition of this committee is established by the code of conduct and includes the Vice-Chairperson as the ex officio chair, 1 additional SRC member elected by the SRC, and 3 other students appointed by the Vice-Chairperson.

This Committee met once during our term in office.

RegisterAll Task Team

The RegisterAll Task Team runs the annual SRC project that assists students with registering. This assistance is both informational and financial in nature. The Task Team's functioning is determined each year by the incoming SRC and therefore massive changes have been made from prior years. Key characteristics this year included a complete migration to online processes, extensive advertising to the student body, parallel processes for Tygerberg and Main Campus, and personalised application forms utilising SunSurvey. The implementation required the consultation with and approvals from Student Accounts, Undergraduate Bursaries and Loans, Postgraduate Office, and the Registrar's Office. The other procedures and membership to the task team has extensively been

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reported on can be requested on request from the Task Team. The general process can however be summarised as following: planning and consultation, advertise, receive requests, send applications and instalment forms, assist with breaking payment into instalments, review applications, submit names to Registrar's office and inform students of outcome.

The SRC's annual registration assistance project incurred R248 523,33. These funds were used to assist 32 students in the following manner:

- 14 Postgraduate students and 18 Undergraduate students
- 14 students with Accommodation and 18 students without

The funds were used from the SRC's Reserve Fund. This decision was made in order for the SRC to utilise their operational funds to the fullest extent since we were at that point in time not yet informed of what our funds would be. This practice is however not sustainable. The SRC is therefore in the process of engaging with stakeholders to find a better model to fund this annual project.

The Report is available as Addendum A

Honoraria Review Committee

This committee was established by the Executive Committee of the SRC to investigate the current regulations, levels, and monetary value of honoraria across leadership structures at the Institution. The objective is to present the Executive Committee with a comprehensive report, including proposals, by the end of 2020. This report is then to be proposed to DSAF and a consultative process be commenced to amend the current honoraria rules across the institution.

The draft report will be handed over to the incoming Treasurer as it is still not ready for public distribution until discussions have been finalised with DSAf.

Constitutional Review Committee

This committee was established by the Policy Officer in order to comply with the constitutional requirement to review the Student Constitution in 2021. The committee members were individually selected by the Policy Officer based on policy and constitutional experience. It consists of 4 members plus the Policy Officer acting as the chairperson.

This committee has concluded our duties. All amendments were compiled in a referendum document presented to the SRC, Student Parliament and student populace by virtue of a mass meeting. The SRC subsequently voted in the amendments. The Election Convenor has finalised the referendum and the final phase is now ratification by Council.

Matie To Matie Committee

This committee was established in terms of the SRC's Requesting SRC Financial Assistance Policy. 5 SRC members serve on this committee, which is headed by the convenor, Gina Sibanda. The committee meets on a weekly basis to review applications and find measures to assist students.

During the year, numerous requests were dealt with and the criteria that was developed was used. The details of applications accepted can be found within the SRC's Midterm Financial report and the SRC's Annual Financial Report (Which will be made available within a week of our term's conclusion).

Other Committees

Treasurer's Forum

The Student Parliament Constitution obligates their executive treasurer to convene a Treasurer's forum consisting of treasurers across leadership structures as set out in that provision. The SRC is

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not bound by this task team, but I would in any case be willing to voluntarily sit on such a forum. At the time of this report, being 12 months after the SPC's appointment, this forum not yet been convened. The Executive Treasurer for Student Parliament has however requested me to meet and discuss my budget, presumably based on his powers delegated by this provision, but upon my positive response he has not made any contact again since. As of now I do not see this forum as having any benefits based on the glaring failure to convene it at a stage where I and other Treasurers were still able to make changes to our budgets and programs.

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Year Overview

Outside of the committee's that I served on, and the activities listed above- the following is an overview of my activities as an SRC member during our term. I will divide this overview into 3 parts, being my activities as Treasurer, an Executive Committee member, and as an SRC member in general.

Term 1

Treasurer Overview

The majority of my SRC activities during this term fall within this category. My term as Treasurer commenced about a month after being elected to the SRC when we elected our executive committee. After that I had a month to finalise and present a budget to the SRC which would then be released to the student populace.

The budgeting process commenced when I drafted and distributed both a budgeting and expense guide to the SRC members (Addendum E). After these documents were released, each portfolio holder had to submit a proposed budget to me. These budgets had to set out their planned projects and costs related thereto in any format the member was comfortable with. Prior to receiving the submission, an excel workbook was created to standardise, set out and summarise all the portfolio budgets. During the time preceding the submissions, I also drafted 6 SRC Financial Policies to further regulate our internal financial procedures which were all subsequently passed at an SRC meeting (Addendum C). Upon receiving the submissions, I compiled a standardised initial Budget Proposal with my workbook template. At this point the Managers were barely appointed and as such a staggered approach were taken going forward. An Executive Committee meeting was then organised where I went through each portfolio budget and allowed any member to flag any amount or expense, they felt were problematic or in need of more information. Based on those flags and my own queries, I emailed each member to request either additional information to specific queries or request a meeting to discuss the matters. Before these responses were received and the meetings took place, the SRC Managers submitted their budgets which was subsequently incorporated into the Budget Proposal. All SRC Managers were informed that there would be a budget discussion with them the day after submissions were made- due to the short timeline this took place without initial flagging by the Executive Committee. At these meetings, compromises were made to reduce expenses and determine exactly how each project cost was calculated. Armed with the email and meeting responses, I headed into an Executive Committee meeting where we aimed to finalize the budget. Representations made by the members were then advanced by me to address queries and concerns raised in the meeting. Utilising the recently passed financial policies and SRC Vision & Mission, the Budget Proposal was worked on and decisions were reached on projects still in question. Once a budget was reached that everyone could vote for, it was approved by the Executive Committee and presented to the SRC at the subsequent meeting where they were allowed to raise queries on the finalised SRC Budget. This then concluded the budgeting process. All subsequent re-allocations were then discussed and voted in at Executive Committee meetings and presented to the SRC thereafter.

After the budgeting process was concluded, my general functions of approving expenses and reporting on them commenced. This is mainly administrative tasks since the policies enacted clearly dictate when I am obliged or restricted from approving expenses.

A considerable part of my first term was spent on educating myself on the role I am fulfilling. This is due to the unique nature of the SRC's Treasurer as opposed to other structures. I did not receive any more training than the foundational training provided to society treasurers and as such had to arrange meetings with Student Governance staff members to try and understand the nuances to this

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role. This nuance can mostly be ascribed to the way that I function within the oversight of Student Governance, the different cost centres that I oversee, the way our funding is dependent on Institutional budgets and customs, and the unwritten powers and duties of the Treasurer in this environment. Additional consultations with senior members of DSAF, Financial Services, Purchases division, and legal services were therefore held to ensure that I fully understand the SRC's financial processes and am now able to explain and assist any SRC member with any possible transaction required.

Except for the interesting work, I also performed certain administrative tasks to ready the incoming SRC for our term in office. This included collecting and submitting bank detail forms for SRC members and managers in order for them to receive their honoraria during their term in office. Due to a massive change in Student Governance policy, the SRC of 2020/21 will also be the first one to have direct access to their cost centres. Therefore, I was tasked with getting all portfolio holders access to their portfolio cost centres. Due to this being new, I had to assist Financial Services with creating a new System Access form tailored for SRC members. I distributed and then collected the filled forms to submit at Financial Services. Once submitted, an automated process is initiated whereby each member receives an email with a temporary password to gain access to the financial system. Naturally, we were all at our homes and no other members had the necessary software to log in at that time. I therefore waited for the new year to start and then distributed a guide that I drafted on how to remotely install the necessary software and gain access to the financial system (Addendum F).

As mentioned above, the current SRC will be the first one that will be able to access and process transactions on their own from their cost centres. Due to no other members having had experience with the financial system and the training we received being tailor made for societies, I decided to draft an SRC Financial Processing Guide (Addendum G). This guide incorporated the SRC financial policies, the institutional financial policies, the procedures for using the financial system, and some well-intended humour to give all members an easy-to-understand reference document tailor made for their financial needs. This guide was finalised in December and distributed to the SRC in early January.

My final preparatory task during this term was to allocate the SRC's funds to the relevant Cost Centres. Once the institutional year-end journals were finalised, our budget allocation was transferred to our cost centre. Based on the approved SRC Budget, I drafted a journal requisition to transfer the funds to each cost centre. This process has been completed successfully and all SRC cost centres are currently reflecting the amount they were budgeted to receive. This is however qualified to the extent that, firstly, certain portfolios have already spent from their budgets and secondly, there is an outstanding dilemma created by the prior Treasurer's negligence that has led to 3 cost centres being overspent before their funds were allocated.

Executive Committee member overview

My duties on the Executive Committee have sufficiently been dealt with under my committee duties above.

SRC Member overview

Outside of a global pandemic, this term was quite uneventful as an SRC member. Once elected, a race against time commenced to make all the necessary appointments, host leadership elections, and publish the required documentation as we are constitutionally mandated to do. Thereafter, we were bombarded with training provided by Student Governance. Although this training is heavily in need of review and updating, some it proved interesting. After this training, we were subjected to guess what? …more training. This time it was financial systems and policy training hosted by the Financial

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Services department. This training was however wholly inadequate due firstly to being based on societies and residences and not at all tailored to the differing procedures of the SRC, and secondly for only providing a bare outline and not at all explaining the nuances to transactions and the accompanying policies. Beyond training, the SRC met a few times in ordinary meetings and discussed matters as can be found in the SRC Meeting minutes that are publicly available. The only pure SRC project that I worked on during this term was the awareness initiative which was aimed at bettering the SRC's understanding and knowledge of student issues during our term. This consisted of 3 independent projects of which one was abandoned due to overlapping with the functions of Student Parliament. The other 2 projects will be to create an electronic platform whereby students may directly raise complaints to the SRC and secondly to implement the Friend of a Cluster program. The latter aims to open direct lines of communication between the Cluster Convenors and an allocated SRC Member.

Term 2

Treasurer Overview

As treasurer this term, I processed transactions, amended the budget, recorded our financial activities and provided training to members. In addition, I drafted and passed 2 more financial policies to further advance the fiscal accountability and capacity of the SRC (Addendum C).

Executive Committee member overview

My duties on the Executive Committee have sufficiently been dealt with under my committee duties above.

SRC Member overview

During this term I attended all SRC meetings. Outside of thereof I took part in other SRC members' projects. This included serving as a driver for the SRC's Registration assistance initiative, attending the SRC camp, attending the Financial Wellness talk series and judging at the Molasseser competition. I furthermore acted as a Friend of the Cluster for Victoria cluster as part of the SRC's Friend of the Cluster initiative. During this term there was no events that I attended as part of this designation.

As an additional initiative, I started to investigate the feasibility of revamping the SRC's boardroom. This resulted in a resolution to upgrade the multimedia capacity of the SRC boardroom by the Executive Committee. After site visits and consultations with stakeholders, a plan has been handed in to facilities management which is awaiting approval. On finalisation, this project aims to have the boardroom capable of hosting webinars and online meetings with ease.

Term 3

Treasurer Overview

As Treasurer, I processed the SRC's payments and recorded all transactions in my reporting framework. Additionally, I assisted members with structuring their projects' expenditure so as to remain within their budgets. At the start of the term, I also commenced with a midterm budget review whereby funds were reallocated or cut from budgets so as to ensure only realistic projects would remain budgeted for. This process assisted with freeing up funds necessary to finance new projects that were capable of coming to fruition given our current Covid levels and regulations.

Executive Committee member overview

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As an Executive Committee member, I attended all exec meetings, meetings with the Rectorate and meetings with DSAf. To address the concern of managing the SRC's spaces, I drafted an SRC Office Manager Proposal which resulted in us subsequently appointing an office manager (Addendum D).

SRC Member overview

During this term I attended all SRC meetings and attended most SRC projects. This included the Pride Walk, Transformation workshop and Wellness sessions. I also contributed during the SRC's statement planning where I gave input as well as drafted. As a member of Student Parliament, I also attended the plenary session during this term. I furthermore attended and contributed to discussions with the CDC regarding its current procedures as well as the CSC regarding the amended Residence Placement Policy. In general, I have also engaged with other SRC members regarding their projects and gave input and/or acted as a soundboard to assist with the successes thereof.

After extensive planning and presenting proposals, a resolution to upgrade the multimedia capacity of the SRC boardroom was passed in the prior term. On finalisation, this project aims to have the boardroom capable of hosting webinars and online meetings with ease. During this term all equipment was purchased and are currently in the SRC's boardroom. Installation of the equipment is however severely delayed due to Facilities Management not recognising the urgency of our request and continuously delaying communication and progress. This is aimed to be finalised in the next term.

Term 4
Treasurer Overview

As treasurer this term, I processed transactions, amended the budget, recorded our financial activities. I additionally continued to improve the Financial Processing guide as new types of transactions arose (Addendum G). I am at this point also busy with drafting the SRC's Annual Financial Report which will be released within 1 week after our term ends.

In preparation for handover, I have also been "cleaning" cost centres by ensuring advances and commitments are being cleared as soon as possible.

Executive Committee member overview

My duties on the Executive Committee have been dealt with under my committee duties above. I furthermore arranged the Executive Committee's end-of-year meeting at De Warenmarkt. I also assisted with the Rectors Award by organising the lunch with the Speaker that the SRC has invited to the recording. At this stage, I am also in the process of organising the SRC's end of year function to still be hosted after the end of our term in October.

SRC Member overview

During this term I have finalised the SRC Boardroom renovations. The boardroom will now be usable from Friday 17 September 2021. I furthermore assisted with the planning for the SRC's Wellness session that would have been held at Clay Café. This session did however not realise as it was deemed to be in contravention of SU's Covid regulations.

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Budget

Budget & Reasoning

The Treasurer's expenditure consists of R750,00 of the R1 000,00 discretionary funds that was utilised for hosting members of the Student Debt Working Group for a breakfast after conclusion of our duties.

It was my intention to not take any funds for the Treasurer portfolio as I expected to, and successfully did, manage the portfolio without the need to expend funds.

Treasurer			R250,00
Discretionary Funds- Treasurer			R250,00
Discretionary Funds	R1 000,00	R750,00	R250,00

The SRC's final expenditure will be reported on in the SRC's Annual Financial Report that will be released within a week of the SRC's term ending.

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Recommendations to improve portfolio

<u>Start early with your preferred reporting framework</u>

- Determine what framework you will be using to keep record of the SRC's expenditure and budgets. (My personal recommendation is utilising MS Access)
- "Build" your framework ahead of time and ensure you understand the underlying mechanics
- Your framework should be able to do the following in real-time:
    - Reflect the Balances of portfolio cost centres as can be found on TeraTerm/Citrix
    - Reflect the remaining funds per budgeted item
    - Reflect the latest budget
    - Indicate Orders that have not yet been paid (not yet been processed as a GRN)
    - Reflect the amount of funds not yet allocated to a budget point
    - Any other relevant information regarding the SRC's expenditure at a given time
- Keep your reporting framework updated. Do not fall behind more than 2 weeks- you will struggle to make your cost centres balance again

<u>Ensure you are fully aware of all possible transactions</u>

- As the Treasurer you will often be requested whether a certain outcome is possible. You need to be aware of all possible transactions, their nuances, financial policies and institutional policies so as to advise accordingly

<u>Continuously update you guides</u>

- Either start your own guide or take your predecessor's guide and keep on updating it as you come across strange or nuanced transactions.
- This is especially relevant for certain credit transaction that do not follow the default that is taught in training sessions
- Share your updated guides as much as possible so that your colleagues can transact on their own or at least know what information to provide to you if they want you to perform a specified transaction

<u>Keep your Cost Centres neat</u>

1. Orders should be continuously followed up on
    a. Processing GRN's often slip through due to being the last step, complacency since you already received your goods/services, or because invoices are sent to you quite late.
    b. Ensure your framework can at all times show what orders have not yet been "GRN'd" and follow up with creditors and your colleagues to ensure orders do not remain on your books too long
2. Clear Control accounts ASAP

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a. Advances are the most relevant here but other control accounts such as Printing may also exist
b. Ensure they are cleared within a reasonable time so that it does not stay in your records and become forgotten. If an advance has been on your books for more than a month, the chances that the relevant member still has the slips in their possession is basically zero.
3. Have a uniform approach to your GL entries
   a. Stick to a consistent formula when naming entries
   b. E.g. "20210915 Wellness session Clay Café"
      i. Date – Project – Item

Keep accurate records of all source documents

- Keep records of all documents electronically in a logical order
- I used the following method and it worked quite well to find any record with ease:

Root Folder	Transaction Type Folders	Transaction Folders *(Example folders)*	Source Documents
"Transactions"	"Ad Hoc Payments"	"March"	"March.xls"
		"April"	"April.xls"
	"Journals"	"Portfolio Allocation Journal"	"Budget Journal 1.xls"
		"Budget Restructuring June"	"Restructure Journal.xls"
	"Purchases"	"SRC Wellness session 8 August"	Quote received
			Purchase Order generated
			Invoice received
	"Interdepartmental Transfers"	"Rectors Award Translation 12 September"	Quote Received from Language Centre
	"Reimbursements, Advances & Allowances"	"Mr X Pride flags 10 August"	Requisition generated
			Scanned Receipt

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REGISTERALL 2020/21

Report on the registration assistance provided by the SRC under the project RegisterAll

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Students' Representative Council
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Foreword

To whom it may concern

Congratulations on being tasked with being responsible for the RegsiterAll Campaign. This is a very daunting task but we know you have the capabilities to execute this campaign effectively and efficiently. Please do not hesitate to contact us should you need any assistance!

Yours sincerely,

Gina Sibanda (SRC Financial Assistance)

Philip Visage (SRC Treasurer)

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Background and Context

The RegisterAll Campaign is one of the Students Representative Councils flagship initiatives. No student should not be able to register if they have met all the academic requirements. The SRC aims to assist students in financial need through this campaign. Students will be required to make a payment arrangement with student fees to split their registration fee in either two or three instalments. The SRC will then be responsible for paying the first instalment. The student will then be responsible for either the remaining one or two instalments. This campaign has been going on for many years and will continue for many years to come.

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Procedure Followed

Planning phase

Due to the lack of prior reporting, the planning phase was especially strenuous this year. The planning commenced almost immediately after portfolio allocations took place. The Financial Assistance member and Treasurer met to start discussing how the project will be functioning. Meetings were held with the deputy registrar, Mr Daniels, and staff from the Student Fees division, Ms Engelbrecht, to ensure that our plans were capable of operating within the institutional bureaucratic framework.

The SRC Executive then approved an amount that will be earmarked for this project. The amount decided on was R250 000,00. This was extrapolated from the previous year's expenditure on this project which was about R230 000. The entire amount was decided to be allocated from the SRC's Reserves. Although lightening the load on the SRC's operational budget, this is not sustainable and the SRC committed to start working on plans to raise funds for RegisterAll in alternative manners.

In addition to the amount allocated, the SRC Executive Committee approved the creation of the RegisterAll Taskteam in terms of the RegisterAll memorandum. This memorandum is attached as Addendum A. The memorandum sets out how the taskteam would be functioning and the procedures to be followed. Some of the key points therein was how the taskteam were to be constituted, what data would be collected, what criteria would be considered, and when deadlines were set for.

The memorandum further provided for key determinations. Firstly, it was decided not to advertise the assistance and rather assist only students reaching out to the SRC. This decision was made based on the limited funding for the project. This decision was however amended at a future SRC Executive meeting and posters were released setting out how the project functions and marketing it to students. Secondly, it was decided that no students with existing student debt would be assisted. These students were rather referred to the Student Debt Working Group where they could be assisted with clearing their debt in order to register. It was deemed inappropriate to even consider students with debt since the goal of this project was accessibility and if a student had existing debt without the means to extinguish it, the assistance provided by this project would in any case not allow a student to register and thereby not give them access.

The taskteams were then constituted on a voluntary basis from the willing SRC members. Two separate taskteams were set for the Stellenbosch and Tygerberg campus of which TSR members were added to the Tygerberg team. Each team had a planning meeting wherein the following matters was discussed:

- The method of communicating with students
- How often and how responses to students should be structured
- How often requests should be forwarded to Institutional offices to assess financial neediness
- How often lists are to be sent to the Registrar indicating a financial commitment to pay a portion of the instalment
- The total amount of students to be assisted
- The screening and referral procedures
- Duty allocations before and during registration
- Frequency and dates of meetings

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- Whether an additional person is required to be hired for administrative and recordkeeping assistance

After duty allocations were set, an integrated process was set up for each team to showcase exactly how the process will work. These process outlines can be seen in Addendum B.

System preparation phase

Access to SunSurvey was first applied for at "https://sunsurveys.sun.ac.za/surveys/sunsurveyrequest.aspx". A survey was set up to collect all the data determined to be necessary as per the planning phase. An offline version of the application form can be found in Addendum C.

The SunSurvey was then set up to send an email to an applicant with the link to apply and all the steps necessary for a successful application once their email address was added to the Survey respondents. The settings of the survey limited applications to only those students that received the link to their email personally. This limited the applicants to only those that were explicitly added after emailing the SRC for assistance. The reasoning for this decision was twofold. Firstly, to ensure all applicants were followed up on. Once an email is received for assistance, the student is added to a database from where follow up is done to ensure no student falls through the cracks. Secondly, it was added to prevent large-scale distribution of a link and thereby a flood of applicants which the SRC was not capable of assisting.

Application phase

The application phase followed the processes set out as per Addendum B. In a brief sense, it entailed the following:

1. A student in need of registration assistance will email sr@sun.ac.za
2. The student is replied to with a pre-set email setting out the processes that will follow and the application form to split the fee into instalments is attached thereto
3. The student is then added to a database and to the SunSurvey respondent list
   a. A pre-set email is then automatically sent to the student with a link to the application form
4. Once a student has filled in the application form, the data therefrom is added to the database
5. The students in the database are then periodically sent to either CUBL or the PO to ascertain whether there is indeed a financial need
6. Upon receipt of the evaluation by the abovementioned office, the taskteam determines whether the student can be assisted

Evaluation phase

Two evaluations took place. First, once a student filled in the application, an initial screening took place to confirm that they comply with the formal requirements. Once a student met the objective criteria, their student numbers were sent to the funding offices to request a needs assessment. In the substantive evaluation, all applicants were identified by their SU number, and all collected data was shown. Members of each taskteam then voted on whether the student would be assisted. Due to the available funding and relatively low number of applicants, all applicants were assisted in some form. Upon determination of who would be assisted, the list of students was sent to Mr Daniels. This took place in the form of a database reflecting the students' SU numbers, faculty, programme, full name, and amount.

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Mr Fritz, administrative officer from CSLEEC, then assisted us to work with the Registrar's Office and the division of Student Fees to pay the full amount over to them. This took place in two phases. First, the full R248 523,33 was transferred from the SRC's Reserve Fund (988A) to the SRC's bursary cost centre (H494). Thereafter, Student Fees would allocate the specific amount to each student's account as per the database provided to them.

Reporting phase

The final phase is the writing of this report. It firstly affords the SRC the opportunity to report on how the project functions so that future SRCs can build thereon without having to start from nothing (as we unfortunately had to). It secondly allows for the SRC to evaluate what worked and should be kept as well as where problems arose which should be improved. Both Ms Sibanda and Mr Visage are responsible for drafting this report and performing the abovementioned evaluations.

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Assistance Provided

Funding

The SRC earmarked R250 000,00 for RegisterAll. The entire amount was sourced from the SRC's Reserves. Of this, R248 523,33 was spent. The amount spent per student depended on whether they were undergraduate or postgraduate as well as whether they were living in an SU residence. If a student applied late and were unable to split their registration payment into 3 instalments- leniency was granted and the amount was paid even if it was broken into 2 instalments. One student's full registration amount was paid due to an error from our side leading to the student's application being evaluated too late.

Payments to the value of the following amounts was made:
- R9 680,00 *Undergrad with Residence (3 instalments)*
- R14 520,00 *Undergrad with Residence (2 instalments)*
- R29 040,00 *Undergrad with Residence (1 instalment)*
- R4 813,33 *Undergrad without Residence (3 instalments)*
- R7 220,00 *Undergrad without Residence (2 instalments)*
- R8 376,67 *Postgrad with Residence (3 instalments)*
- R3 510,00 *Postgrad without Residence (3 instalments)*
- R5 265,00 *Postgrad without Residence (2 instalments)*

Students assisted

32 Students applied for assistance and all 32 students were assisted. The composition of the assisted students is as follow:
- 18 Undergraduate Students and 14 Postgraduate Students
- 18 Students in Residence and 14 Students in private accommodation
- 31 Students from the Stellenbosch Campus and 1 Student from Tygerberg Campus

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Evaluation of RegisterAll
Recommendations for improvement

Weaknesses to address

The RegisterAll Tygerbeg campaign did not get many responses. This might not always be the case but in 2021 the registration on the main campus and Tygerberg had different closing dates. We found that few students from the Tygerberg campus showed interest in this campaign. This is due to marketing. We did distribute the poster through the various channels but it was simply not enough. The next task team should work on ensuring that the RegisterAll Campaign is marketed on that campus.

It is especially important to review the process and check on the progress of each task performed by committee members. Due to few applications received from the Tygerbeg Campus we unfortunately missed an application. This resulted in us having to pay the whole registration fee of that student. Please make sure that everyone is is doing what that are supposed to do by monitoring their duties on a bi-weekly basis.

Please liase with the international office to see what payment arrangements can be made for refugee, permanent resident, SADAC and the broader international students. International students will fall in these 5 categories and some students will be able to make payment arrangements like South African students. We were not aware of this so we were not able to assist these students.

Please note that payments from the SRC Cost Centre to the student accounts is timeous and will take time. You will need the assistance of someone working for student fees. I would advise you to close applications two weeks before the registration period so that students can be registered in time.

Student Fees usually sends out communication with regards to payment arrangements in the December preceding the next academic year. It is important to encourage students to start making payment arrangements then already. The university gets a lot of emails during the registration period and they simply do not have the workforce to respond to everyone. What will typically happen is that students start making payment arrangements two weeks prior to the end of registration. These students usually do not get a response back form student fees in time which means they are unable to make use of this campaign.

The Executive needs to approve funds that will be allocated to the RegisterAll Campaign. Please ensure that this is done before the start of the year end exams.

We did not utilize fundraising to increase our financial resources, please do so to ensure that as many as students are assisted as possible. Fundraising will also ensure that the SRC has more flexibility as to what they wish to do with said funds i.e., funds can be used for student debt relief.

Please note that students who have made payment arrangements and failed to uphold their end of the agreement will not be permitted to make another payment arrangement by

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Student Fees. Please ensure that their adequate ways to assist these students by liaising with student fees.

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RegisterAll: Procedure

Type of Document	Explanatory Memorandum
Purpose	To set out the procedure that will be followed during the 2021 Registration period for the SRC's RegisterAll project
Approved By	RegisterAll Task team
Date of Approval	N/A
Document Drafter	Philip Visage

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Introduction

The RegisterAll project is aimed at assisting students, who would be financially excluded, with their first instalment due to the Institution. Since students are unable to access coursework whilst being blocked by virtue of not paying the initial registration- the SRC undertakes to address this financial exclusion to the best of its abilities. This is done through 2 distinct processes. Firstly, students are assisted and informed on how they can structure their first instalment into a payment plan whereby only a third is due during registration period. Secondly, students are financially assisted by the SRC in making that first payment in order to register for the year.

This project is formally distinguishable from the work done by the Student Debt Task Team ("SDTT"). The SDTT consists of staff and SRC members and are aimed at assisting with historic debt blocking registration. Whilst the same SRC members sit on both task teams, the source of funding and goal is different. Cooperation between these task teams are however imperative so that students may be referred between the two task teams as well as the teams being able to pick up on students that fell through their gaps. This informational cooperation must play a key part during the registration periods.

Task Team members

The following individuals will serve on the task team for the entirety of the registration period:

- Xola Njengele (SRC Chair)
- Gina Sibanda (SRC Financial Assistance)
- Viwe Kobokana (SRC Transformation Officer)
- Philip Visage (SRC Treasurer)

Two additional members will be added for each of the two distinct registration periods.

Scope

This document sets out the procedure that will be followed in general for the RegisterAll project. The individual registration periods at Tygerberg and Main Campus will be set out in a separate document that will be tailored to the circumstances on each campus. These documents will serve as the gameplan for the registration whereas this document will set out all preparatory steps and how the project is to be recorded.

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Limitations

Due to this project entirely being paid for by the SRC, funding is limited. Due to this limitation, the SRC with consultation from senior staff members, decided to continue with the practice of not advertising this assistance. Only students contacting the SRC for assistance will therefore be assisted.

Procedure

1. The SRC executive committee approved an amount of funding to be utilised by the RegisterAll taskteam during registration period. The amount approved is R250 000,00.
   a. This amount was chosen to be earmarked for each registration period according to the proportion of students registered at the respective campuses in the prior year. Thereby, 85% is allocated to main campus and 15% to Tygerberg. This translates into R212 500,00 and R37 500,00 respectively.
2. The SRC executive committee exercised their authority to determine this year's RegisterAll Task Team' composition.
   a. The size was determined at 4 core members and 2 additional members per registration period.
   b. The members of the SDTT, the chair and one additional SRC member was determined to make up the core.
   c. The TSR chair will allocate 2 TSR members to make up the additional members for the Tygerberg registration period.
   d. SRC members were made aware and 2 volunteered to serve on main campus registration.
3. The SRC executive committee, in consultation with the TSR chair and SRC Financial Assistance member, established that the criteria for assisting students will be compliance with either of the following two criteria:
   a. After referring to the relevant institutional offices, they deemed the student as financially needy; or
   b. The application indicates financial neediness not strictly classified as such by an abovementioned office.
4. The SRC Executive elected to make use of SunSurvey this year instead of paper signups. This decision is backed by confidentiality and the lack thereof for paper documents. This decision further allows for easier recording and referrals by cutting out the process of capturing all the physical information in an electronic database.

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5. The process to be followed in general will be the following:
    a. Each registration period task team must meet and discuss the logistics and nuances on how the process should be tailored for their campus. These discussions should include at least the following:
        i. The method of communicating with students
        ii. How often and how responses to students should be structured
        iii. How often requests should be forwarded to Institutional offices to assess financial neediness
        iv. How often lists are to be sent to the Registrar indicating a financial commitment to pay a portion of the instalment
        v. The total amount of students to be assisted
        vi. The screening and referral procedures
        vii. Duty allocations before and during registration
        viii. Frequency and dates of meetings
        ix. Whether an additional person is required to be hired for administrative and recordkeeping assistance
    b. Student leaders are made aware of this avenue of assistance and informed that they can refer students to this task team when students come to them. They are made aware that they should also not directly advertise this project, merely direct students who request assistance.
    c. The SunSurvey should be set up according to the established criteria and restricted to only being fillable by the student who receives the survey link.
    d. Students may contact the Task Team through the established channels of communication.
    e. The Task Team will, on receipt of the request, refer/assist the student with contacting Student Fees in order to create a payment plan to break their first instalment into 3 payments.
    f. Once the student has successfully created a payment plan, the Task Team will determine if the student has historic debt that will block registration. If indeed, they should be referred to the SDTT and for all subsequent steps be listed on a separate list.
    g. The Task Team will then send the student a link to fill in the SunSurvey.
    h. The submissions received through SunSurvey must be referred to the relevant institutional offices to assess financial neediness. These offices will on their own initiative and with confidentiality request additional documentation from students if they need it to make the assessment. The

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SRC will not receive any confidential information- merely a "yes" or "no" to the question on whether the student is financially needy. The relevant offices will depend under which umbrella the student falls and may be either of the following:

    i. Undergraduate Bursaries and Loans
    ii. Postgraduate office
    iii. International Office

i. Once a student is classified as financially needy- they are added to the list in 'i'. If they are not classified as financially needy, the Task Team will consider the submission made in the survey to determine if they can despite the formal classification still be deemed financially excluded and by virtue thereof added to the list in 'i'.

j. A list is compiled with SU numbers and names which are submitted to the Registrar's office and Student Fees. This list is accompanied with the commitment from the SRC that they will pay for the first payment of the negotiated payment plan. By virtue of this commitment, the student is allowed to register and any block is lifted. (Provided there is no historic debt)

k. Students are notified that their application has been successful or rejected.

l. Any student on the separate list for historic debt must await the outcome of the SDTT or any other method of extinguishing the debts to the point where a block on registration can be lifted. Only when it is certain that the historic debt block will be lifted, may that student be assisted with the first instalment and their SU number be sent to the Registrar's office for the commitment to be paid by the SRC.

6. Throughout this process, detailed record keeping is required of all submissions with their success/failure as well as all referrals to other offices or the SDTT.

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Addendum B Integrated Processes

<u>Stellenbosch</u>

Receive Request in SR@sun.ac.za
- N/A

Respond to Students' queries (Philip)
- Use sr@sun.ac.za
- Send Template (Explains process, indicates who to contact for structuring and assistance with it)
- CC: Kira, Gina

Add student to Database (Kira)
- Based on email cc'd into
- Add student to Survey database (automatically send the student an email with request to apply)
- Add student to excel database to check when application comes through

Assist with Compulsory Payment structuring (Gina)
- Once student contacts sr@sun.ac.za to ask for assistance
- Assist

Student Fills in Survey
- N/A

Complete student database (Kira)
- Indicate on excel database that student completed the application
- Include all information on database that was in survey response

Initial weekly screening meeting (Everyone)
- Kira presents database
- initial screening based on funds available and procedural requirements
- Create list to refer

Share list with bursary departments and PG Office (Viwe)
- CC: Kira
- Use list created in weekly meetings
- Email list of SU numbers and names to the relevant office and request a financial neediness assessment

Departments respond with their outcome (Kira)
- Update Database with their assessment

Meet to discuss substantive criteria (Everyone)
- Multiple meetings as necessary
- Based on dept outcome and final question's response
- Decide on each application
- Minute decisions

Update Database (Kira)
- Update final outcome of each request

Relay Outcome to student(Philip)
- Use sr@sun.ac.za
- Send template of outcome

Inform Registrar's division (Viwe)
- Email relevant contact person at registrar's division
- Send list of SU numbers and names of approved students

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Tygerberg

Receive Request in SR@sun.ac.za
- N/A

Respond to Students' queries (Philip)
- Use sr@sun.ac.za
- Send Template (Explains process, indicates who to contact for structuring and assistance with it)
- CC: Abdul, Gina

Add student to Database (Abdul)
- Based on email cc'd into
- Add student to Survey database (automatically send the student an email with request to apply)
- Add student to excel database to check when application comes through

Assist with Compulsory Payment structuring (Gina)
- Once student contacts sr@sun.ac.za to ask for assistance
- Assist

Student Fills in Survey
- N/A

Complete student database (Abdul)
- Indicate on excel database that student completed the application
- Include all information on database that was in survey response

Initial weekly screening meeting (Everyone)
- Abdul presents database
- initial screening based on funds available and procedural requirements
- Create list to refer

Share list with bursary departments and PG Office (Viwe)
- CC: Abdul
- Use list created in weekly meetings
- Email list of SU numbers and names to the relevant office and request a financial neediness assessment

Departments respond with their outcome (Abdul)
- Update Database with their assessment

Meet to discuss substantive criteria (Everyone)
- Single Meeting on the 12th of Feb
- Based on dept outcome and final question's response
- Decide on each application
- Minute decisions

Update Database (Abdul)
- Update final outcome of each request

Relay Outcome to student(Philip)
- Use sr@sun.ac.za
- Send template of outcome

Inform Registrar's division (Viwe)
- Email relevant contact person at registrar's division
- Send list of SU numbers and names of approved students

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RegisterAll Application Form

Personal Information

First Name:

Surname:

SU Number:

Do you consent that all the information that you are sharing may be used by the members of the RegisterAll Task team in making their decision on whether to assist with the first instalment of registration?

     Yes

     No

Requested Information

Have you already arranged with Student Fees to structure your first instalment into three (3) payments?

     Yes

     No

Do you currently have outstanding student debt on your student account that will block you from registering?

     Yes

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No

On which campus are you registering?

Stellenbosch

Tygerberg

Are you an international student?

Yes

No

Please select the appropriate choice relating to your studies in 2021:

I will be continuing with my undergraduate degree in 2021

I will be starting with a postgraduate degree in 2021

I will be continuing with my postgraduate degree in 2021

Please Provide your faculty:

Please Provide your Program name:

Will you be residing in a University Residence in 2021?

Yes

No

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Please provide an overview of your financial circumstances in light of your request for this assistance:

You are encouraged to include any information you see as relevant to your financial circumstances. Do note that your response is confidential and will not be shared with any staff or student outside of the 6 SRC/TSR members on the RegisterAll team.

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STUDENTS' REPRESENTATIVE COUNCIL
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SRC MIDTERM FINANCIAL REPORT

Expenditure and Financial Activities of the Students' Representative Council from October 2020 to April 2021

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Foreword

To whom it may concern,

The SRC has long had a practice of operating in the dark and incurring costs without any accountability. To address this lacuna, the current SRC has decided to initiate a custom of releasing final and midterm financial reports. These reports will be aimed at informing stakeholders of our activities as well as provide students the opportunity to scrutinise our actions and hold us accountable via the appropriate platforms when needed.

The SRC has released an initial budget at the start of our term. Amendments have subsequently been made by the SRC's Executive Committee. All expenditure must be included in the budget before it is allowed to be made. An updated budget is placed on the SRC website at regular intervals to show expenditure still to take place during our term.

In incurring costs, we intend to spend the funds allocated to us to the best advantage of the student populace that we represent. The SRC has therefore adopted 8 Financial policies aimed at ensuring necessary and fruitful expenditure. These policies further operate within the Institution's broader financial policies. All expenditure is therefore measured against these policies under the oversight of the Treasurer.

During the past two terms, the SRC has spent R590 454,38 from our operational funds in 140 transactions. A further R248 523,33 was spent from our reserve funds through a singular transaction to the Registrar's office to pay for the RegisterAll applicants. The SRC furthermore still have R44 345,24 available in unbudgeted operational funds and available budgeted funds is available as per Annexure A.

Please note the following when reading this report:

All amounts reflect the VAT inclusive costs. Although this is not the appropriate manner of financial reporting, the financial environment wherein we operate necessitate this practice. We receive VAT refunds at the end of a 2-month period and we do not know at time of recording whether the institution will allow a specific transaction to reclaim VAT.

Yours Sincerely,

SRC Treasurer 2020/21

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Condensed Expenditure Report

Expenditure Category	Note	Amount
Compensation		R36 284,45
Contributions to Student Structures	1	R176 292,99
External Projects/Functions	2	R9 715,37
Meetings	3	R41 367,15
SRC Expenditure	4	R200 384,55
SRC Projects	5	R73 789,27
Direct Student Assistance	6	R301 143,93
		R838 977,71
Paid from Reserve Fund (RegisterAll)		**(R248 523,33)**
Paid from Operational Budget		**R590 454,38**

- Compensation
- Contributions to Student Structures
- External Projects/Functions
- Meetings
- SRC Expenditure
- SRC Projects
- Student Assistance

Notes to Condensed Expenditure Report

1. Contributions to Student Structures

The SRC has contributed to the following Student Structures' operational budgets for 2020/2021:

Structure	Contribution
Academic Affairs Council (AAC)	R47 440,00
Military Academy Student Council (MASC)	R38 084,10
Senior Prim Committee (SPC)	R33 800,00
Societies' Council (SC)	R56 968,89
	R176 292,99

2. External Functions

Function	Cost
Anti-GBV Protest	R2 649,85
Chancellor Meet & Greet	R1 579,95
Student Debt Working Group appreciation function	R750,00
Military Academy Council Training participation	R4 735,57
	R9 715,37

3. Meetings

The following costs were incurred to take part in meetings:

Structure	Contribution
Traveling	R39 010,15
Data	R629,00
Catering	R1 728,00
	R41 367,15

4. SRC Expenditure

The SRC has incurred expenditure on the following basis for operational performance:

Structure	Contribution
Office Administration	R68 073,34
Long-term acquisitions	R66 866,00
Team Expenditure	R65 445,21
	R200 384,55

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5. SRC Projects

The Following SRC projects was realised during the past two terms:

Project	Costs
Action 4 Inclusion	R13 194,54
Awareness Campaign for Sustainability	R3 133,80
Beach Clean-up	R2 391,32
Book Give-away	R7 500,00
Financial Wellness Talk series	R1 376,00
Molasseser	R11 345,38
Registration Assistance	R34 848,23
	R73 789,27

6. Direct Student Assistance

The SRC directly assisted students through the following initiatives:

Initiative	Contribution
Food Assistance	R5 000,00
FVZS Sponsorships	R5 625,00
Matie To Matie Assistance	R19 512,90
RegisterAll Assistance	R248 523,33
Sport Assistance Fund	R17 000,00
Stationery Assistance	R4 982,70
Other assistance	R500,00
	R301 143,93

Expenditure by Portfolio

The SRC's expenditure to date has been incurred in the following manner by the SRC portfolio holders:

Portfolio	Amount
Arts & Culture (KuKo)	R17 558,08
Branding & Marketing	R9 881,04
Chairperson	R18 849,39
Leadership and Development	R0,00
Policy Officer	R1 188,00
Safety & Security	R0,00
Secretary	R43,00
Social Impact	R0,00
Special Needs	R0,00
Sports	R0,00
SRC Expenses	R326 985,89
Student Financial Access	R9 982,70
Student Wellness	R4 712,00

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SU International	R0,00
Sustainability	R5 525,12
Transformation	R15 320,54
Treasurer	R750,00
Vice-Chairperson	R715,78
WAQE	R2 649,85
Allocations to Ex Officio Portfolio holders	R176 292,99
	R590 454,38

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Expenditure by Nature

The SRC's expenditure to date has been incurred in the following nature:

Expense Type	Amount
Clothing	R31 054,50
Compensation	R36 284,45
Consumables Purchases	R9 982,54
Contributions made	R232 011,82
Donations	R44 012,90
Equipment Purchases	R66 866,00
Food & Drinks	R34 117,29
Gifts & Awards	R1 376,00
Income generating Event	R11 345,38
Internet & Telecommunication	R23 950,57
Photography	R4 500,00
Printing	R362,00
Traveling	R89 090,93
Venues	R5 500,00
	R590 454,38

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Key Financial activities

Boardroom

The SRC has initiated the project to refurbish the SRC Boardroom situated on the 4th floor of the Neelsie. This project is aimed at modernising the boardroom to allow for virtual meetings, conferences and webinars. This will allow the SRC to better take part in strategic engagements and allow for bridging the gap between leadership structures across our campuses. The boardroom is further available for use by all students, through the SRC's processes, and these upgrades will allow for student structures to have a modern boardroom at their disposal that can be utilised for their initiatives and projects.

The upgrades will include the following acquisitions:

- 55" Screen with full motion wall mount bracket
- Projector with roof mount bracket
- Poly-studio Videoconferencing Studio system
- Poly-studio expandable Microphone (The default system microphone only picks up half of the boardroom)
- Mounted Room Controller (Replaces all digital equipment's remotes)
- HDMI Distribution amplifier, Termination panel and cables
- Installation costs from supplier
- Additional plugs installed
- Exorbitant charges imposed by facilities management for "Planning"

This project is aimed at upgrading an SRC and general student space for the foreseeable future and therefore the costs will be incurred from the SRC Reserve fund. The cost is currently expected to be around R55 000,00 but Facilities management has indicated that they will still be adding their cost still (after coming in and observing at what we have already planned and decided on).

RegisterAll

The SRC's annual registration assistance project incurred R248 523,33. These funds were used to assist 32 students in the following manner:

- 14 Postgraduate students and 18 Undergraduate students
- 14 students with Accommodation and 18 students without

The funds were used from the SRC's Reserve Fund. This decision was made in order for the SRC to utilise their operational funds to the fullest extent since we were at that point in time not yet informed of what our funds would be. This practice is however not sustainable. The SRC is therefore in the process of engaging with stakeholders to find a better model to fund this annual project.

Matie To Matie

The SRC has initiated a new project this year to directly assist students with various needs not properly addressed by institutional support offices. The project is managed by the Matie To Matie committee which is headed by the SRC's Student Financial Access Member. The *Requesting SRC Financial Assistance* policy governs the procedures and further processes has been developed by the

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committee itself. As per this policy, this fund utilises the SRC's unbudgeted operational funds to assist with requests.

To date, 10 requests have been approved to the value of R26 479,90 of which R19 512,90 has already been incurred.

Assistance has been granted for the following needs:

- Academic Books
- Mental Health projects
- Academic Equipment
- Vouchers for toiletries and necessities

All approved requests are indicated in the SRC Budget as per Annexure A. Assistance requests made to students are labelled as per a code generated for privacy reasons.

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Out of Budget expenditure

The following expenditure was incurred from the SRC's funds without being appropriately budgeted for:

Expense	Reasoning why unbudgeted	Amount
Email username levy (14)	Automatic deduction when appointed	R3 878,00
Laptops Acquired (4)	Assets acquired from SRC 2019/20 leftover funds as allowed by them	R64 400,00
Durban SAUS Conference	Bookings made unilaterally by the Student Governance Department	R17 324,76
Military Academy Social-Accommodation	Informed by Student Governance Department that we had to stay over and book	R4 735,57
TV License	Automatic deduction which was not previously recorded in financial reports	R299,57
SRC Golf shirts (24)	Unilateral deduction by Student Governance Department	R4 027,44
Telephone Rental January	Automatic deduction which was not previously recorded in financial reports	R1 235,84
Telephone Usage January	Automatic deduction which was not previously recorded in financial reports	R102,50
Email username levy (15)	There is apparently 2 deduction per year for the usernames & SU Financial Committee arbitrarily and nonsensically increased students with usernames' levy with **250%**	R14 415,00
Non-SRC members Email username levy	Student Governance department unilaterally approved a non-SRC member's username cost to be deducted from our funds	R497,85
Vehicle Fleet Fine	Fine imposed on SRC due to driver (working as a staff member for the vehicle fleet) handed in keys for a car booked by the SRC belatedly	R300,00
		R111 216,53

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Addendum C Financial Policies

Please see below the following financial policies:
- Accessing Unbudgeted Funds
- Reallocating Portfolio Budgets
- Approval of Expenses
- Advances
- Reimbursements
- Data Costs
- Compensating SRC Assistants
- Requesting SRC Financial Assistance ("Matie2Matie")
- SRC Boardroom Renting

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Financial Policy: Accessing Unallocated SRC Funds

Type of Document	Policy
Purpose	To set out the policy for SRC members to access unallocated funds from the SRC Costpoint
Approved By	SRC
Date of Approval	20 October 2020
Policy Owner	SRC Treasurer
Validity	SRC 2020/21 Term
Policy Drafter	Philip Visage
Policy Curator	Nomzamo Buthelezi
Policy Number	2020/5

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Definitions and Abbreviations

SRC: The Students' Representative Council of the University of Stellenbosch

The Institution: The University of Stellenbosch

Institutional Policies: Policies approved by the respective committees, within the University of Stellenbosch, to which the power to approve policies are delegated. These policies are set out here: http://www.sun.ac.za/english/policy/

Limitations

The SRC, as a statutory body falling within The Institution, is governed by The Institution's financial policies as approved by the respective financial and management committees. All SRC policies are therefore subject to current and newly approved Institutional Policies. This Policy should therefore be read in line with and limited to the extent and effect of such policies.

Scope

This policy sets out when an SRC Member can reallocate previously unbudgeted funds to their portfolio Cost Centre

Policy

1. The SRC Executive must approve re-allocation of un-utilized funds after a request in terms of (3) was made by an SRC Member after considering the factors in (4)
2. Decisions exercised under (1) may be set aside by the SRC in terms of Section 35(3) of the Student Constitution.
3. An SRC Member seeking to allocate un-utilized funds to their portfolio Cost Centre must direct a request to the SRC Executive containing the following information:
    a. The project or event for which the allocation is requested; and
    b. The amount requested; and
    c. A budget for how that amount will be spent; and
    d. Justification for why this event or project is necessary given that it was not budgeted or planned for at inception of the term
4. The SRC Executive must consider the request based on the following facts:
    a. The amount of un-utilized funds that the SRC currently holds; and

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b. Expected events or circumstances that will necessitate the use of the un-utilized funds; and
c. The contribution of the additional event or project to the student populace.

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Financial Policy: Reallocating Portfolio Budgets

Type of Document	*Policy*
Purpose	*To set out the policy for an SRC Member to reallocate funds within their finalised budgets*
Approved By	*SRC*
Date of Approval	*03/03/2021*
Policy Owner	*SRC Treasurer*
Validity	*SRC 2020/21 Term*
Policy Drafter	*Philip Visage*
Policy Curator	*Nomzamo Buthelezi*
Policy Number	*2021/1*

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Definitions and Abbreviations

Expense Item: *Any expense listed directly under a project within a budget.*

Finalised Budget: *A budget of projects and their costs as appropriately approved by the SRC.*

Project: *Any project, event, or related grouping of expenses used in the setting of a portfolio budget.*

SRC: *For the purposes of this policy, all references to the SRC refer solely to the generally elected SRC members and the appointed SRC Managers. Where another SRC Member holds an additional SRC Portfolio- the financial management of that portfolio will be included in this definition.*

The Institution: *The University of Stellenbosch*

Institutional Policies: *Policies approved by the respective committees, within the University of Stellenbosch, to which the power to approve policies are delegated. These policies are set out here:* http://www.sun.ac.za/english/policy/

Limitations

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This policy excludes the financial management of SRC Members serving in an ex officio capacity on the SRC.

Scope

This Policy sets out how an SRC Member may change how funds, allocated to them, will be used in their portfolio's projects.

Policy

1. Unless provisions within this policy allow for the alternative, an SRC Member may not spend funds on an expense that is not budgeted for specifically and appropriately.

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2. *An SRC member may change the budgeted expenditure <u>within</u> a project of their portfolio subject to the following conditions:*
   a. *The change refers solely to changing the expense items or the amount of expenditure per expense item within a singular budgeted project.*
   b. *The SRC Member requested the change before incurring the expense.*
   c. *The SRC Member requested to make the change from the Treasurer of the SRC.*
   d. *The Treasurer, in cooperation with the SRC Chairperson, approved the change and informed the SRC Member thereof.*

3. *An SRC member(s) may <u>move</u> budgeted funds from one or more project <u>to one or more other project</u> subject to the following conditions:*
   a. *For any transfer of funds between already established projects; within a single portfolio; where the total amount transferred from a project does not exceed the highest of R1 500,00 or 20% of that project's initial cost; and the transfer will not have the effect of scrapping a project:*
      i. *The SRC Member requested the change before incurring the expense.*
      ii. *The SRC Member requested to make the change from the Treasurer of the SRC.*
      iii. *The Treasurer, in cooperation with the SRC Chairperson, approved the change and informed the SRC Member thereof.*
   b. *For any transfer of funds not falling within (3)(a):*
      i. *The project that the funds are moved to must be either established by an already approved budget or be approved by the SRC Executive Committee based on a proposal containing the following:*
         1. *The Project's description.*
         2. *The total amount to be used for the project.*
         3. *A budget for how this amount will be utilised.*
         4. *Justification for why this event or project is necessary given that it was not budgeted or planned for at inception of the term.*
      ii. A proposal is handed in to the SRC Executive Committee containing all the following:
         1. The exact project(s) and expense item(s) from where budgeted funds are transferred.

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2. The exact project(s) and expense item(s) to where the budgeted funds are transferred to.
3. Where relevant, the proposal in terms (3)(a) may be included within this proposal.
4. An explanation on why the amendments is proposed by the SRC Member(s).
5. If the budgeted funds are moved between projects in different portfolios, both portfolio holders must indicate consent to the proposed amendment.

    iii. The SRC Executive Committee approved the change at a meeting and informed the SRC Member(s) thereof.

4. Where only the SRC Treasurer and SRC Chairperson are responsible for approving a reallocation:
    a. They should exercise the power in a speedy and efficient manner.
    b. They must consider factors raised in other SRC Policies where matters of reallocations and approving expenses are set out.
    c. They must consider principles and discussion points that were raised in the initial budget setting meetings.

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Financial Policy: SRC Approval of Expenses

Type of Document	*Policy*
Purpose	*To set out the policy for members' expenses to be approved*
Approved By	*SRC*
Date of Approval	*20 October 2020*
Policy Owner	*SRC Treasurer*
Validity	*SRC 2020/21 Term*
Policy Drafter	*Philip Visage*
Policy Curator	*Nomzamo Buthelezi*
Policy Number	*2020/1*

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Definitions and Abbreviations

Expenses: *All costs incurred in the fulfilment of duties of an SRC Member during their term. This includes but is not limited to purchases from registered Suppliers, personal expenditure that will be reimbursed from CC's, advances requested, compensation paid, and donations made.*

SRC: *The Students' Representative Council of the University of Stellenbosch.*

SRC Cost Centres / CC's: *All Cost Centres falling within the SRC as designated with an OU code of 9890 excluding the AAC (9895), Student Court (9921) and Student Parliament Cost Centre (9920).*

The Institution: *The University of Stellenbosch.*

Institutional Policies: *Policies approved by the respective committees, within the University of Stellenbosch, to which the power to approve policies are delegated. These policies are set out here:* http://www.sun.ac.za/english/policy/

Limitations

The SRC, as a statutory body falling within The Institution, is governed by The Institution's financial policies as approved by the respective financial and management committees. All SRC policies are therefore subject to current and newly approved Institutional Policies. This Policy should therefore be read in line with and limited to the extent and effect of such policies.

Scope

This policy sets out the approval procedure of any and all expenses incurred by SRC members from SRC Cost Centres during the period of validity.

Policy

1. Unless the criteria of (3) applies, all expenses must be approved according to the process laid out in (2).
2. An SRC member must request approval for an expense, before it is incurred, from the SRC Treasurer in writing. The SRC Treasurer must approve the expense if the following criteria are met:

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a. The expense complies with Institutional Policies and SRC Financial Policies; and

b. There are sufficient funds within the members' portfolio Cost Centre; and

c. The expense is included in the members' budget.

3. The SRC Chair may replace the Treasurer in the process set out in (2) if any of the following criteria are met:

   a. The SRC Treasurer has been removed from the SRC and a new treasurer has not yet been elected; or

   b. The SRC Treasurer is incapable of giving approval and will most likely continue to be incapable for a period longer than five (5) days after the request has been made.

4. The process laid out in (2) as supplemented by (3) must be adhered to in addition to any approval granted in terms of another SRC Policy.

5. The head of Student Governance must additionally approve all expenses.

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Financial Policy: SRC Advances

Type of Document	*Policy*
Purpose	*To set out the policy for requesting advances*
Approved By	*SRC*
Date of Approval	*20 October 2020*
Policy Owner	*SRC Treasurer*
Validity	*SRC 2020/21 Term*
Policy Drafter	*Philip Visage*
Policy Curator	*Nomzamo Buthelezi*
Policy Number	*2020/3*

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Definitions and Abbreviations

Advance: A monetary amount paid to an SRC Member in expectation of an expense that will otherwise have to be incurred personally.

SRC: The Students' Representative Council of the University of Stellenbosch

SRC Cost Centres / CC's: All Cost Centres falling within the SRC as designated with an OU code of 9890 excluding the AAC (9895), Student Court (9921) and Student Parliament Cost Centre (9920).

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Limitations

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This Policy is therefore directly limited to operate within the Institutional Policy on Advances as can be found at

https://sunrecords.sun.ac.za/controlled/C4%20Policies%20and%20Regulations/C4_FIN_ADVANCES_2003.pdf.

Scope

This Policy sets out when an advance will be granted to an SRC member from an SRC Cost Centre.

Policy

1. All advances must be approved in terms *Policy: 2020/1*
2. Advances shall be granted only in the most extraneous circumstances considering the following:

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a. The possibility of making use of a Creditor on the University's payment system; and

b. The possibility and effect of personally incurring the expense and then being reimbursed; and

c. Any other practical consideration

3. Proof of incurring the expected expense must be delivered to the SRC Treasurer within three (3) days of the cost being incurred.

Failure to comply with (3) will result in referral to the SRC Disciplinary Committee.

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Financial Policy: SRC Reimbursements

Type of Document	*Policy*
Purpose	*To set out the policy for SRC members to be reimbursed for expenses personally incurred*
Approved By	*SRC*
Date of Approval	*20 October 2020*
Policy Owner	*SRC Treasurer*
Validity	*SRC 2020/21 Term*
Policy Drafter	*Philip Visage*
Policy Curator	*Nomzamo Buthelezi*
Policy Number	*2020/6*

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Definitions and Abbreviations

Personal Expenditure: *Any costs incurred by an SRC member from their own or another's personal funds*

SRC: *The Students' Representative Council of the University of Stellenbosch*

SRC Cost Centres / CC's: *All Cost Centres falling within the SRC as designated with an OU code of 9890 excluding the AAC (9895), Student Court (9921) and Student Parliament Cost Centre (9920).*

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Limitations

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Scope

This Policy sets out when an SRC member will be reimbursed for personal expenditure from a SRC Cost Centre during the period of validity.

Policy

1. Only personal expenditure made after approval was given in terms of *Policy: 2020/1* will be reimbursed to a member.
2. Approval in terms of *Policy: 2020/1* will only be given if the personal expenditure is:
    a. A legitimate expense; and
    b. Necessary
3. An expense will be legitimate if the following criteria is met:
    a. *The expenditure is needed for the success of the portfolio; and*
    b. *The expenditure was not made for personal gain*

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4. *Personal expenditure will be necessary only in one of the following cases:*
   a. *It is objectively too urgent to make use of the University's payment system to purchase from a supplier; or*
   b. *The supplier is not on the University's payment system and is incapable of being registered thereon; or*
   c. *The amount of the expense is trivial; or*

Another SRC Policy allows for personal expenditure to be made.

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Financial Policy: SRC Data Costs

Type of Document	Policy
Purpose	To set out the policy for how data costs are to be handled
Approved By	SRC
Date of Approval	20 October 2020
Policy Owner	SRC Treasurer
Validity	SRC 2020/21 Term
Policy Drafter	Philip Visage
Policy Curator	Nomzamo Buthelezi
Policy Number	2020/4

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Definitions and Abbreviations

Data Costs: *Mobile data and related costs including airtime, WIFI bundles and SMS bundles.*

SRC: *The Students' Representative Council of the University of Stellenbosch*

SRC Cost Centres / CC's: *All Cost Centres falling within the SRC as designated with an OU code of 9890 excluding the AAC (9895), Student Court (9921) and Student Parliament Cost Centre (9920).*

The Institution: *The University of Stellenbosch*

Institutional Policies: *Policies approved by the respective committees, within the University of Stellenbosch, to which the power to approve policies are delegated. These policies are set out here:* http://www.sun.ac.za/english/policy/

Limitations

The SRC, as a statutory body falling within The Institution, is governed by The Institution's financial policies as approved by the respective financial and management committees. All SRC policies are therefore subject to current and newly approved Institutional Policies. This Policy should therefore be read in line with and limited to the extent and effect of such policies.

Scope

This Policy applies to the reimbursement of data costs personally incurred by an SRC Member.

Policy

1. Reimbursements for Data expenses by an SRC Member must comply with *Policy: 2020/6* for Reimbursements and *Policy: 2020/1* for Approvals.
2. For the purposes of *Policy: 2020/6*, Data expenditure is deemed Necessary however the criteria for Legitimate expenses must still be considered in terms of that policy
3. In addition to the requirements set out in *Policy: 2020/6*, the following must be submitted before the expense will be approved:
    a. Proof that the purchase of the Data was made; and

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b. Written justification that the data was required for and used on the fulfillment of portfolio duties.

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Financial Policy: SRC Compensation to Committee members and Assistants

Type of Document	*Policy*
Purpose	*To set out the policy for when SRC members may compensate assistants and committee members*
Approved By	*SRC*
Date of Approval	*20 October 2020*
Policy Owner	*SRC Treasurer*
Validity	*SRC 2020/21 Term*
Policy Drafter	*Philip Visage*
Policy Curator	*Nomzamo Buthelezi*
Policy Number	*2020/2*

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Definitions and Abbreviations

Aides: Students who assist SRC members in fulfilling their duties and achieving their goals during their term. This includes but is not limited to sub-committee members, personal assistants, and minute takers.

Compensation: Monetary payments made for assisting an SRC Member

SRC: The Students' Representative Council of the University of Stellenbosch

SRC Cost Centres / CC's: All Cost Centres falling within the SRC as designated with an OU code of 9890 excluding the AAC (9895), Student Court (9921) and Student Parliament Cost Centre (9920).

The Institution: The University of Stellenbosch

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Limitations

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Scope

This policy sets out when an SRC member may use funds from SRC Cost Centres to compensate aides.

Policy

1. The SRC Executive may exercise their discretion in allowing an SRC member to compensate an aide, taking into consideration the following:
    a. The point of departure is that no compensation will be made to aides; and
    b. The SRC Member bears the burden to show that compensation should be made; and
    c. The precedent set for members of another sub-committee in the SRC; and

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  d. The amount of compensation requested; and

  e. The funds in the SRC Members' portfolio Cost Centre; and

  f. The legitimate need of the aide; and

  g. The legitimate need to compensate the aide.

2. *Discretion exercised under (1) may be set aside by the SRC in terms of Section 35(3) of the Student Constitution.*

3. *An SRC Member must submit a document to the SRC Executive requesting approval to compensate an aide before informing such an aide that they will be compensated. This document must contain the following information:*

  a. *Why this aide is required for the success of the portfolio*

  b. *Why this aide should be compensated*

  c. *Proposed amount of compensation*

4. *The SRC Executive must deliver a document to the SRC Member stating the reasons why a request is denied or accepted within seven (7) days of the decision being made.*

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Financial Policy: Requesting Financial Assistance from the SRC

Type of Document	*Policy*
Purpose	*To set out the policy for requesting funds from the SRC*
Approved By	*SRC*
Date of Approval	*03/03/2021*
Policy Owner	*SRC Treasurer*
Validity	*SRC 2020/21 Term*
Policy Drafter	*Philip Visage*
Policy Curator	*Nomzamo Buthelezi*
Policy Number	*2021/2*

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Definitions and Abbreviations

Committee: Refers to the Committee established by this policy to review requests.

SRC: The Students' Representative Council of the University of Stellenbosch

SRC Cost Centres / CC's: All Cost Centres falling within the SRC as designated with an OU code of 9890 excluding the AAC (9895), Student Court (9921) and Student Parliament Cost Centre (9920).

SRC Inbox: The official email address of the SRC, currently SR@sun.ac.za.

The Institution: The University of Stellenbosch

Institutional Policies: Policies approved by the respective committees, within the University of Stellenbosch, to which the power to approve policies are delegated. These policies are set out here: http://www.sun.ac.za/english/policy/

Limitations

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This policy excludes any request for additional funding or change in budgets for the SRC.

Scope

This Policy sets out how requests for financial assistance to the SRC must be dealt with. This includes all transfers of funds from SRC Cost Centres to non-SRC Cost Centres that is not budgeted for.

Policy

1. *The SRC must establish a committee to review and prepare requests for financial assistance.*
    a. *The Committee must consist of the following members:*
        i. *The SRC Treasurer*

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ii. *Four other SRC members of which a maximum of one may be a member of the SRC Executive Committee*

b. *The Committee must upon establishment choose a member as the convenor who will be responsible for chairing committee meetings. SRC Executive Committee members are prohibited from taking up this role.*

c. *The Committee must meet within a week after a request has been referred to the committee*

d. *The Committee may request any additional information from the student/structure, which could include requesting the contact person to attend a meeting, in order to review the application.*

e. *The Committee must use this policy in determining whether to approve the application.*

f. *The Convenor must present the SRC Executive Committee with a recommendation proposal including the following only if it is approved:*
   i. *The Name of the student/structure.*
   ii. *The Reason for the funding and how it will be spent.*
   iii. *Why the Committee is approving the request.*

2. *The SRC Executive Committee must vote to approve or reject a recommendation made by the committee at the first meeting after the recommendation has been referred to them.*

3. *Decisions made in terms of (2) may be set aside by the SRC through Section 35(3) of the Student Constitution.*

4. *The following parties may direct a request for financial assistance from the SRC:*
   a. *Any Student structure or organization with a Cost Centre*
   b. *Any Registered Student at The Institution*

5. *A request may be submitted in any format, but the following conditions must be met:*
   a. *It is submitted to the SRC Inbox*
   b. *The relevant structure or student making the request is clearly identified*
   c. *A contact person is clearly identified*
   d. *The reason for the request being made is included*

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6. *Once an email is identified as a request in terms of this policy, the Secretary General must refer it to the convenor of the Committee*

7. *The following factors must be considered in reviewing an application for financial assistance:*
   a. *The unbudgeted SRC funds available in the 9890 Cost Centre*
   b. *The amount requested*
   c. *The availability of other avenues for funding*
   d. *The precedent set by approving the request*
   e. *To what extent the financial assistance will improve the wellness of the student(s)*
   f. *To what extent it is expected that the goal of the assistance will be achieved*

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Financial Policy: Renting out the SRC Boardroom

Type of Document	*Policy*
Purpose	*To set out the policy for renting out the SRC Boardroom. This policy aims to recoup the investment made to upgrade the facilities within the SRC Boardroom.*
Approved By	*SRC*
Date of Approval	*26/05/2021*
Policy Owner	*SRC Treasurer*
Validity	*SRC 2020/21 Term*
Policy Drafter	*Philip Visage*
Policy Curator	*Nomzamo Buthelezi*
Policy Number	*2021/3*

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Definitions and Abbreviations

Boardroom: *Refers to the SRC's boardroom located on the 4th floor of the Langenhoven Student Centre (Neelsie)*

Constitution: *The Student Constitution of Stellenbosch University*

DSAF: *Division Student Affairs of the University of Stellenbosch*

Ex Officio Structures: *Refers to the student structures which are directly represented on the SRC in terms of the Student Constitution*

SRC: *The Students' Representative Council of the University of Stellenbosch*

SRC Inbox: *The official email address of the SRC, currently SR@sun.ac.za.*

The Institution: *The University of Stellenbosch*

Institutional Policies: *Policies approved by the respective committees, within the University of Stellenbosch, to which the power to approve policies are delegated. These policies are set out here:* http://www.sun.ac.za/english/policy/

Limitations

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Scope

This Policy sets out the process and terms for non-SRC members to use the SRC boardroom.

Policy

General

1. *The following categories of parties are allowed to make use of the SRC boardroom, subject to limitations from (3):*

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a. *SRC*

b. *SRC Members*

c. *The Executive Committees of ex officio structures*

d. *Ex Officio Structures*

e. *Faculty Committees*

f. *HCs*

g. *Student Societies*

h. *Any other Student Structure established by the Student Constitution*

i. *Any other student*

j. *External persons*

2. *In determining the category of the party, the nature of the meeting/conference/event must be determined. The category within which a party fall will determine the provision that apply to the booking.*

3. *Irrespective of (1), the following considerations may be used to refuse access to or to refuse a request for booking the Boardroom:*

a. *A prior booking is scheduled at the same time*

b. *An Institutional or DSAf regulation, policy or guideline prohibits such a booking to take place*

c. *Payment, where applicable, has not been made*

d. *The SRC intends to utilise the Boardroom at that time*

e. *Any other reasonable consideration raised by the SRC Executive Committee*

Bookings

4. *Bookings for the Boardroom may exclusively be done by SRC members.*

5. *SRC members are empowered to make the following bookings:*

a. *Any SRC member may book meetings for SRC purposes which are limited to meetings with SRC members, portfolio committees, SRC Task Teams, and meetings with stakeholders.*

b. *Any Ex Officio SRC member may book meetings for their Ex Officio Structures including the Executive Committees of these structures*

c. *A dedicated SRC member may make all other bookings*

Fees

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6. *Where a party is liable to pay a fee, that fee must be paid in full to the SRC before access to the Boardroom will be granted. (refer to Schedule A)*

7. *There will be 4 rates at which the boardroom will be rented out and all categories of parties must fall within one of the rates.*

   a. *Rate A*
      i. *SRC*
      ii. *SRC Members*
      iii. *The Executive Committees of ex officio structures*
      iv. *Ex Officio Structures*

   b. *Rate B*
      i. *Faculty Committees*
      ii. *HCs*
      iii. *Student Societies*
      iv. *Any other Student Structure established by the Student Constitution*

   c. *Rate C*
      i. *Any other student*

   d. *Rate D*
      i. *External persons*

8. *The Rates may be adjusted by the SRC Executive Committee but will commence at the following rates:*

   a. *Rate A: No charge*
   b. *Rate B – D: as per Schedule A*

Terms of Use

9. *The SRC must adopt a Boardroom Terms of Use that regulates the conduct of non-SRC members booking the Boardroom. The following must at least be regulated therein:*

   a. *How equipment must be used*
   b. *The state in which the Boardroom must be left at conclusion of a booking*
   c. *How payment must take place*
   d. *How access is granted to the party making the booking*
   e. *How the SRC is allowed to recoup funds from the parties on damaging or destroying furniture or equipment within the Boardroom*

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Schedule A

Rate	*Parties within the group*	*Cost per day*	*Responsible person*
A	*SRC* *SRC Members* *Ex-officio SRC Councils, as established by the Student Constitution, and their Executive Committees*	*R0,00*	*SRC Member making the booking*
B	*Faculty Committees* *House Committees* *Registered Student Societies* *Any other Student Structures established by the Constitution*	*<3hrs R150,00* *>3hr R500,00*	*The relevant ex officio SRC member*
C	*Any Student*	*<3hrs R250,00* *>3hr R750,00*	*Dedicated SRC member*
D	*External Persons*	*<3hrs R500,00* *>3hr R1500,00*	*Dedicated SRC member*

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PROPOSAL: SRC OFFICE MANAGER

Proposal to appoint an SRC Manager to manage the SRC's Office spaces and assist with some internal administration

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Context

We are already 2 terms into our SRC term so this proposal might seem too late to really entertain. However, in order to efficiently finish our term and not be overburdened by admin it would be fruitful to appoint a late SRC Manager. This individual will be able to take over the administrative tasks often burdening SRC members freeing us up for strategic initiatives and fruitful engagements with stakeholders.

Beyond these general reasons, this manager is further needed due to the composition of the 2020/21 SRC. Since 5 of the members are situated in Tygerberg, they have been excused from office duties. This places an additional burden on the members situated on main campus that need to take over the extra hours.

The SRC office is furthermore in a dismal state due to no effort being placed on its maintenance in the past few years. Appointing someone to head up these upgrades will allow the space to reflect the institution that is the SRC appropriately and make it a more productive space to work in.

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Duties

The Office Manager will be responsible for the following duties:

- Maintaining and ensuring neatness of the Office
    - Coordinating with Neelsie Management when to clean the office and Boardroom
    - Coordinating with Facilities Management for maintenance and repairs inside and around office
    - Where necessary get external cleaners or purchase new furniture
- Attend additional Office hours
    - Attend 6 hours of office hours per week
- Stocking the office
    - Ordering water
    - Ordering Coffee, tea, sugar, biscuits, milk
- Managing the external bookings of SRC Spaces
    - Acting as contact person for booking the boardroom and conference room

    - Taking responsibility for boardroom keys

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Compensation

The Student appointed will be paid at the same rate as other SRC managers. The remuneration will therefore be calculated based on the proportion of time appointed relative to other SRC Managers. This calculation will be based on the number of days appointed, excluding official holidays and recess periods. This translates into 270 days of appointment of which 155 has already been concluded for the first 2 terms in office. The rate of R12 000,00 will be apportioned based on this calculation.

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Foreword

The following document should be used as guide to all SRC members for preparing their respective portfolio budgets. It must be noted that the budgeting process is by no means concluded once an initial budget is published. In order to ensure an adaptive response to changing student circumstances, the SRC budget will continuously be amended as new projects and events are introduced by members. As such it is important that members only include budgetary items that are relatively certain of materialising during our term.

The goal of this process will be to ensure that the use of SRC funds will occur in an accountable, transparent, and value-based way putting student success and wellness at the centre of any decision. Based hereon, portfolio holders should consistently measure whether their expenditure is in line with the overall SRC and their own portfolio's vision.

On a constitutional note, the Student Constitution delegates the power to finalise SRC budgets to the SRC Executive Committee. As such, the Treasurer does not have the power to unilaterally amend the budget. All changes must therefore be approved at an executive committee meeting and proposals must be sent to the relevant member to present there. This delay in deliberation and voting must at all times be considered and members should rather plan ahead than try and get approval at the last minute.

At this point in time, the University management has not deemed it necessary for us to know what amount are to be allocated to this SRC. How this practically makes sense is unfortunately above my paygrade so we will have to extrapolate from the information at our disposal. The outgoing SRC executive has gracefully allowed us to make use of their left-over funds which comes to about R300 000, 00 that are immediately available, and we expect to receive R800 000,00 at the start of next year. Do consider this for plans still in the 4th term but also consider that this budget is supposed to cover about 22 portfolios.

Go forth and spend in an accountable manner!

Philip Visage

SRC Treasurer 2020/21

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Starting Point

The point of departure in budgeting for your portfolio should firstly be creating a vision for your portfolio. Now that does sound quite abstract and menial, but it automatically creates a standard to measure proposed events and projects against. I would advise also aligning it with the overall strategy and vision of this SRC as that will make approval processes easier. Once you have your vision, start planning your year. This will likely be the most difficult part, but it will make the rest of your term so much easier if done properly. Even if dates are not yet set, try to map out all projects and events that you intend to spearhead during your term in the SRC. Take this time to also confer with your colleagues with regards to collaborative events so that there are not unnecessary overlaps where there could preferably have been a single spectacular project/event.

Once this plan has been created and fine-tuned, the actual budgeting can commence. The following sections will try and stimulate your mind to think of all expenses you might be missing that you should include when considering your projects.

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General guidelines

The following are just some guidelines to consider whilst working through your year plan to create your budget:

- Most importantly, contact me if you are uncertain of anything so that we can address it before it becomes a problem

- The SRC budget is split between about 22 portfolios. Considering that all portfolios play a role in the achievement of our overall goal, do not unnecessarily budget too high which would require taking away from other portfolios' plans

- If you have multiple portfolios, budget them separately

- Previous budgets may be used to measure expenses or plan ahead but should not be seen as the correct way or goal for your portfolio. Be courageous enough to try something new, at the end of the day we were all elected to lead and not to merely continue the efforts of prior SRC's.

- Only include ideas/projects/events that you are reasonably certain will take place. The following may be used to gain this certainty:
    - Confer with other leaders and/or management regarding changing regulations
    - Deliberate with SRC members on the feasibility of a project
    - Speak with outgoing holders of your portfolio regarding what they tried and what failed. (Once again, take it as a guide and not as scripture)
    - Consider the usual turn out to events or how you could reasonable increase turn out for the proposed project
    - If you are reading this please send me your favourite animal emoji, I am quite interested to see which members are actually reading this guide.
    - Think big but please do use logic to not go totally overboard with a new idea

- Based on this certain approach, the SRC budget will have leftover funds at the time that our first budget is published. I will still draft the policy for accessing that funds for new events and projects. Just looking at this year it is clear that circumstances can easily change, and new problems be identified. It is therefore redundant of us to try and plan 12 months ahead and still be adaptive and responsive. As such the flexible approach will be taken whereby any portfolio will be able to access these funds as a new idea is raised. BUT this should not be seen as a method of bypassing proper planning and creation of an effective year plan during the next few weeks!

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Possible expenses to include

<u>Project specific Expenses</u>

The following is a list of expenses that a project could theoretically incur. As such, measure your events against this list to determine if you may be missing something in your budget. Please do note that this is by no means an exhaustive list of all expenses, merely a list that I have created at 3 am in the morning:

- *Venue*

- *Transport (especially from the different campuses)*

- *Security*

- *First Aid/Medics*

- *Printing costs (Posters, tickets, certificates, programs, handout flyers)*

- *Design costs (designing posters or social media posts)*

- *Advertising costs*

- *Stationery*

- *Photographer*

- *Sound/Lighting equipment*

- *Prizes*

- *Guest speaker*

- *Gifts for speakers*

- *Refreshments for volunteers/SRC members*

- *Catering for attendants*

<u>Member specific Expenses</u>

The following is a list of expenses that you as an SRC member may incur during your term that is unrelated to a specific project for which you could budget:

- *Transport (To meetings, events or between campuses)*

- *Payments to sub-committee members or personal secretaries*[1]

- *Clothing pieces (T-shirts or Blazers for sub-committee)*

- *Equipment for fulfilling duties*

- *Stationery*

- *Data costs*

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[1] PLEASE NOTE: The policy regarding this expense is yet to be finalized by the executive committee and will be relayed as soon as possible.

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Determining Amounts

Once your year plan is complete and you have successfully identified all probable expenses, the next step is to determine what each expense will amount to. Please use the following subsidiary guidelines to come to a feasible amount:

1. Determine how many people is expected or invited to attend or be involved with the expense

2. Contact University recognized suppliers for quotes

    a. This would be vendors already registered on the University's system

    b. The process to register new vendors is not too difficult so if a cheaper supplier is found who are not registered, do inform me so that the process can start ASAP

3. Look at previous portfolio holders' handover reports and budgets

4. Speak with other leaders who might have done similar events

5. Research price lists

6. Speak with staff members who have been involved in events making use of similar expenses

7. As always, you may contact me for assistance with this determination. Please do at least make an effort before coming to me.

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Structuring

<u>Budget Submissions</u>

How you would like to structure and send me your proposed budget is totally up to you. I will attach a template that may be used if you prefer that instead of your own thing. I will compile the overall budget myself so there is no need for uniform submissions from members.

<u>Reporting expenses</u>

It is not expected of members to compile a professional financial report. It is however expected to include all expenses incurred in each respective term report. As such it is advised that members keep an active spreadsheet tracking their own expenses. This process will also be done by me but for your own ease I would advise still keeping track of your own portfolio too.

<u>Budget amendments</u>

Refer to the next section. I will release forms in due time which will explain the format and process for such amendments

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Future developments

In the following few weeks, the following guidelines will be drafted and released to the SRC. These should be read attentively as it will make your lives a whole lot easier when the concrete planning and paying of expenses commences:

1. The policy to access the leftover funds

2. The guide to paying any type of expense you can think of

3. The process to make use of your allocated budget

4. Reporting expenditure of your portfolio during your term

5. A succinct guide to why you should support Liverpool FC

6. All the forms necessary to reallocate funds, incur expenses, etc.

saam vorentoe · masiye phambili · forward together

Students' Representative Council
Third Floor, Neelsie Student Centre
Private Bag X1, Matieland, 7602
Tel: +27 21 808 2757 | Email: sr@sun.ac.za

STUDENTERAAD
STUDENTS'
REPRESENTATIVE
COUNCIL

Getting Access to the Financial Processing System

Step 1: Install TeamViewer on your computer.
Download and install TeamViewer

Step 2: Arrange with IT Hub to install all the necessary software remotely on your computer.

1. Send an email to help@sun.ac.za requesting them to assist you with access to
   TeraTerm and Citrix.
   a. Subject line:

SRC Citrix/TeraTerm Access

   b. Message:

"Good Afternoon

Would you be able to assist me in installing TeraTerm and the necessary prerequisites to remotely access the financial system?

I am looking forward to hearing back from you!"

2. Wait for a staff member to contact you and arrange a time to do the installation
   remotely. If you do not hear back within 5 days- please follow up.
3. When requested, start TeamViewer and provide the link and password to the staff
   member.
4. The staff member will assist and explain the whole process whilst busy.

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Step 3: Request your TeraTerm Username to be reset.

1. Send an email to verityw@sun.ac.za requesting that your password be reset. Include your teraterm username in the email.

2. Once an automated email is sent to you- immediately log in to TeraTerm with the temporary password. You will be prompted to reset your password, do so and write your password down somewhere.

3. You are now set to use TeraTerm

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Addendum G SRC Financial Processing Guide

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SRC FINANCIAL

PROCESSING GUIDE

STUDENTS' REPRESENTATIVE COUNCIL

IBHUNGA ELIMELE ABAFUNDI

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UNIVERSITEIT
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STELLENBOSCH
UNIVERSITY

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1918-2018

Table of Contents

Foreword

Fellow SRC Members,

This guide may be used in your financial endeavours during your term. It will aim to provide an easy-to-understand explanation of all financial processes that you will be required to make use of. Do note that this document is not a pure replacement for the training provided by the Institution. The Training workshops were however not improved to address the specific needs of the SRC. This document therefore addresses some of the inconsistencies and gaps in the training so as to equip you all with a more substantial understanding.

Ps. I am acutely aware that only half of you will read this document, as such, any question raised to me that is answered in this document will be met by the most sarcastic and/or passive aggressive response that I am capable of rendering at that point in time.

Philip Visage

SRC Treasurer 2020/21

Key Information

<u>SRC OU Code:</u>

- 9890

<u>Cost Centres:</u>

9890	General SRC	SV001	Societies Council
9873	Chairperson	9895	Academic Affairs Council
988I	Vice-chairperson	9880	TSR Chair
9903	Secretary	HK534	Senior Prim Committee
9885	Treasurer	9876	Military Academy
9887	Student Wellness		
9874	Student Financial Access		
9884	Transformation		
988D	Social Impact		
9870	Womxn & Queer Empowerment		
9882	Leadership & Development		
9901	Policy Officer		
9894	KuKo		
9893	Sport		
9872	Safety & Security		
9881	Sustainability		
9886	Branding & Marketing		
9922	SU International		
9923	Special Needs		

<u>Approvals required for Payments</u>

- Anele Mdepa (anelemdepa@sun.ac.za)
- Philip Visage (Pvisage@sun.ac.za)

Expense Account Number:

1013	General Office Costs		2225	Gifts
1015	Stationery		2312	Liquor and Soft Drinks
1043	Copy and Printing		2383	Refreshments
1125	Postage and Courier		2393	Entertainment
1134	Airtime/Data		2403	Advertisements
1145	Accommodation- Travelling		2404	Promotional Materials
1153	Travel by air, car, bus etc		2656	Workshops
1155	Travel internationally		2844	Translation and Editing
1183	Transport costs		2852	Cleaning Costs
1405	Consumable materials		2895	Security Services
1613	Graphic Design		4004	Rent of Rooms
1655	Courses		4005	Rent of Buildings
1673	Photography		4255	Rent of Equipment
1693	Audiovisual expenses		4715	Prizes and Medals
1733	Medical Expenses		4755	Books
1843	Fuel			
1885	Computer Materials			
1895	Software			
2020	Sponsorships/Donations externals			
2063	Affiliation/Reg fees			
2075	Subscription/membership fees			
2076	Email and Internet levies			
2077	SMS costs			
2080	Sport requisites			
2185	Clothing			

<u>Using TeraTerm</u>

Making use of this archaic system that our so-called modern institution has employed for all financial matters may seem daunting at first. Do not fear, that feeling never goes away. It does however become a little more understandable if you follow some of the following directions! Please note that you will need to have access to TeraTerm installed by the IT department in order to do any processing.

<u>Logging in</u>

If you are working on the University's network- you may skip to step 3 Otherwise, follow the next steps to log in:

- ➢ Open the Citrix Gateway (can be found in your taskbar or by searching in your applications)
- ➢ Log in to Stellenbosch's network.
  - o This occurs automatically most of the time but in some cases will be required to just select the "securevpn.sun.ac.za" option.
  - o The first time and every now and then it will require you to log in with your SU username and password.
  - o In some cases, you might be required to use an OTP sent to your phone to log in.
  - o Once the session has started, move to step 3.
- ➢ Open TeraTerm (on your desktop or by searching in your applications)
- ➢ Press 'OK'
- ➢ Username will be the username emailed to you when being registered on the University's financial system.
- ➢ Press ENTER
- ➢ Your Password will initially be the auto-generated one sent by email. Once used it will prompt you to change the password and the new one that you created must be used subsequently when logging in.
- ➢ Press ENTER when asked to do so.

- Press '1' and ENTER.
- You will now be on the main screen from where you may select programs and scroll between them with 'Page up' and 'Page down.'

Navigating the home page

- ❖ Use F3 to navigate back to the home page if you are in a program
- ❖ Use either 'Page up' and 'Page down' OR F7 and F8 to navigate up and down screens
- ❖ Select a program by moving your text cursor to the appropriate program and pressing Enter OR by typing the program code on the bottom left line

General tips

- ❖ Never change the size of the TeraTerm screen- it will royally F up your ability to navigate and use it properly.
- ❖ The bottom of the screen will give an indication of what F keys to use for navigation. Depending on your system settings you might have to combine your 'Fn' key with the appropriate F key for it to work.
- ❖ Your mouse does not work at all within TeraTerm- do not even try…
- ❖ When inputting information within a line- press Enter or TAB to jump to the next line to input
- ❖ Usually, F1 can be used to generate the different options that can be inputted into a field.

Expenses

Due to the majority of your projects being funded by the SRC, a substantial part of your work will include incurring costs. It is therefore imperative for you to fully understand which expenses can be incurred and the different processes that they will follow. This section will aim to give an overview of the supplier categories, which category to use and how each of them are processed. The currently approved SRC Financial Policies will also be incorporated into these explanations so as to provide a succinct approach to follow for your transactions.

Overview of Supplier Categories

There are 6 broad categories of suppliers:

1. Creditors currently registered with the Institution; or
2. University departments/structures; or
3. External suppliers that can be registered; or
4. Compensation to SU Students; or
5. Reimbursements for costs incurred by yourself; or
6. Advances.

The point of departure is to always make use of creditors registered on the University's system. These suppliers can easily be found using TeraTerm's FKR920P program.

As a rule of thumb, the order of suppliers as I have listed them should be the order in which they should be preferred. The process to follow in selecting a supplier should therefore be to only select suppliers from a lower category if suppliers from higher categories will not be feasible/possible. This is however not a fixed rule as different factors may require specific suppliers to be made use of and then the categorical approach may be disregarded.

A. <u>Creditors Registered with the University</u>

This is the primary category for expenses and existing suppliers should always be considered when contemplating a project.
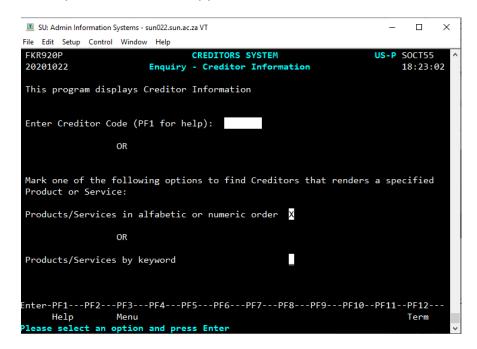
<u>Overview:</u>

Identify Suppliers
TeraTerm

⬇

Contact Suppliers for Quotes
Personal

⬇

Choose Supplier
Personal

⬇

Process Purchase Requisition
TeraTerm

⬇

Request Approval from SRC Treasurer and Student Governance
E-mail

⬇

Send Order form to Supplier as confirmation of purchase
E-mail

⬇

Collect Goods/Allow service to be rendered
Personal

⬇

Process Goods Received transaction
TeraTerm

⬇

Send GRN Number to Financial Services for Payment
E-mail

Process:

1. **Identify Suppliers**

   After determining what type of supplier is required, the member may make use of the FKR920P program to find all suppliers capable of delivering the goods/service. 'X' the second option and scroll to the relevant categories for the expense where all suppliers can be found.


   ```
   SU: Admin Information Systems - sun022.sun.ac.za VT            —   □   ×
   File  Edit  Setup  Control  Window  Help

   FKR920P                    CREDITORS SYSTEM              US-P SOCT55
   20201022            Enquiry - Creditor Information             18:23:02

   This program displays Creditor Information


   Enter Creditor Code (PF1 for help):    ▯

                  OR


   Mark one of the following options to find Creditors that renders a specified
   Product or Service:

   Products/Services in alfabetic or numeric order  X

                  OR

   Products/Services by keyword                        ▯



   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help       Menu                                               Term
   Please select an option and press Enter
   ```

2. **Contact Suppliers**

   By using the contact details that can be found from **1**, email or call suppliers for a quote.

3. **Select a Supplier**

   Decide which supplier is the most appropriate based on price, timing, quality.

4. **Process the Purchase Requisition**

   Use the EAS500P program to create the requisition. Leave all fields that are already populated as they are.

Fill in only the following:	
Action:	A
Creditor:	Creditor's code as found in **1**
CC:	Your Portfolio's Cost Centre
Acc:	Press F1 and select the appropriate expense type
Ledger Desc:	Date, Project, Good/Service being procured e.g. "20210412 Registration Volunteers- T-shirts"
Message Internal:	Any specific information that the Purchase dept should have. Not Required though
Message Order:	Additional arrangements with the supplier such as delivery date etc. Note that this may re-emphasize an already given instruction but may not be the initial arrangement made with a supplier
Calculate VAT:	If the supplier included VAT in their prices- "N" If the supplier has not included VAT- "Y"

Press F11

Fill in only the following:	
Quantity:	Number of units
Description:	Describe the Good/Service being procured
Unit Price:	Cost per unit (duh)
No:	Quote's number as can be seen on the quote given by the supplier*
Date:	The date on the Quote*
Company:	Name of the Supplier*
Person:	Contact person at Supplier's name*
Telephone:	Number of the contact person*
Quote Price:	Total Quote price of other suppliers*

You are only required to fill in information for quotes 2 and 3 based on the following sliding scale:

> R50 000	3 Quotations
> R10 000	2 Quotations
> R0	1 Quotation

Use F8 if more than one type of Good/Service is being acquired from the supplier and fill in the page in the same manner as above.

Press F6 to confirm the requisition and ensure your contact details are correct in the pop-up box.

Take note of the newly populated Requisition Number.

5. **Request Approval from SRC Treasurer and Student Governance**

   Send an email to Sharine (sharine@sun.ac.za) with the Requisition Number requesting her to update the status of the requisition to 2.

   The SRC Treasurer (PVisage@sun.ac.za) and Head of Student Governance (anelemdepa@sun.ac.za) must be cc'd into the communication.

   Once both the approvers have given Sharine the greenlight, she will move the requisition to status 2.

6. **Send Order Form to Supplier**

   Once the requisition is at status 2, the relevant staff member at Creditor Dept will review the requisition and if all is in order, they will email the order form to the member that created the requisition. This may take up to a business day. Send this order form to the supplier as a proof that the University will pay and that the goods may be delivered, or services rendered.

7. **Collect Goods**

   You know, just go get the goods…

8. Process the Goods Received

Use the EAS900P program to process that the goods or services were delivered.

Fill in only the following:	
Action:	A
Order Number:	The Order Number can be found on the Order Form that was emailed to you
Inv No:	The number on the official invoice that the supplier gave after delivering the Goods/Services
Document type:	Usually 'F' but if it is a delivery note, 'N'
Press Enter	
Receive Quantity:	How many units were received
Press Enter & then F6	
Amount on Invoice:	Rand Value on the Invoice

Take note of the newly populated Requisition Number.

Take note of the newly populated Goods received Number.

9. **Send GRN number to Creditors Department for Payment**
   Send an email to the relevant person in the Creditors Department with the invoice and the GRN number. Choose the appropriate person on the basis of the Creditor Code:
   - 1 000 – 9 999 Lucille Andrews (Landrews@sun.ac.za)
   - 10 000 – 49 999 Jane Segal (JS@sun.ac.za)
   - 50 000 – 13 299 999 Marcel Titus (MPTitus@sun.ac.za)

Specific types of Creditors:

Flights

Flights are exclusively booked through Neelsie Travel. Contact them directly (021 883 9898) to send available flights and quotes. The following specific points must be included in the **Purchase Requisition** above and beyond the listed items above:

- Internal: All passengers with their Cell numbers
- Order: All passengers with their Cell numbers
- Item Description:
  o Each passenger must be a single item. Include the full names, date and time of departures, flight numbers, city of arrival.
  o If a return flight- a single item is used for both flights. Include all abovementioned information for both flights in the description.
- Separate Item: The transaction fee as quoted by Neelsie Travel must be included as a separate item. If more than one passenger, the quantity of the fee can be adjusted to include all passengers' fee once.

Neelsie Travel will send the flight tickets after receiving the Purchase Order. Neelsie Travel automatically deducts the cost afterwards so you do not need to do a Goods Received (Step 8 & 9).

Accommodation

The normal processes apply for booking accommodation. The following additional information must however be included on the **Purchase Requisition**:

- Ledger description: Add the amount of people staying there
- Order: Add the quote number provided by the creditor
- Item Description:
    - Create 1 item per person and one person only per item.
    - Include full name, cell number, and dates that they will be residing there

Car Rental (Avis/Europcar/Budget rental)

To rent a car, you do not need to contact the companies directly. E-mail Ms Steyn (akatts@sun.ac.za) for the newest tariff list for the different car rental companies. Once received, create a **Purchase Requisition** with the following additional information:

- Ledger Description: Reason for Travel
- Internal: Driver's full name, cell number and the Vehicle Group (Found in the tariff list)
- Item description: Date, time and location of pick up; flight number; Date, time and location of drop off; and flight number
- Amount: Work it out with the tariff list
- E-mail address for voucher: email address to where the confirmation will be sent from the relevant car rental company.

The driver must take the confirmation email with their drivers license to pick up the car.

Either Purchases or the specific company will email you a tax invoice. You must still do a goods received!!!

Shuttle Services

To arrange a shuttle, you must contact the companies directly. Contact (E-mail or call) the relevant service to provide you with a quote. Once received, create a **Purchase Requisition** with the following additional information:

- Ledger Description: Reason for Travel
- Internal: Passengers' full names and cell numbers
- Item description: Date, time and location of pick up; flight number *(where applicable)*; Date, time and location of drop off; and flight number *(where applicable)*
- Amount: As per the quote

Either Purchases or the specific company will email you a tax invoice. You must still do a goods received!!!

Takealot (30037)

Takealot does not give quotes. As such, their website must be used as a quote. Create a purchase requisition based on the listings on their website. When you would normally send a quote in to change to status 2, merely email the links of the items with the requisition number for approval. After you received a purchase order form- send it in to Purchases (Rmalan@sun.ac.za) with the links to place the order on Takealot.

The **Purchase Requisition** must include the following additional information:

- Internal: What you are buying and your cell number
- Order: All the item codes for the products as can be found on Takealot
- Item Description: Full name of product, as listed on Takealot, and again the item code as on Takealot

Purchase will send you the Invoice that you must use to process the Goods Received.

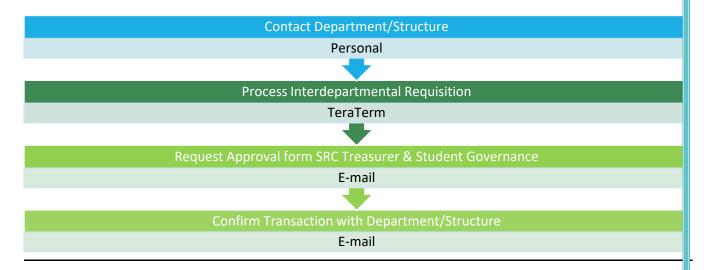*H20 International – Water delivery for dispenser in office*

The process is exactly the same as any other Purchase. The only difference is that they have specific accounts based on where the bottles must be delivered. For delivery to the SRC office- state that the account is **"UNI-009"** when requesting a quote. The **Purchase Requisition** will only then differ by adding the following:

- Order: UNI-009

B. University Departments/Structures

Interdepartmental requisitions are processed when you will be procuring from departments inside the University. This may include Language Services, DieMatie, a Residence/PSO or Venue hiring. Often these will be services rendered rather than goods being procured. The Vehicle Fleet will be dealt with separately as it follows a different process than any other department.
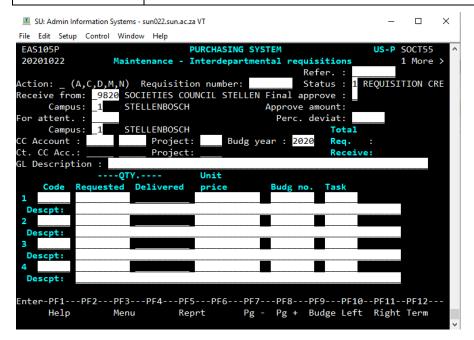
Overview:

Contact Department/Structure
Personal

⬇

Process Interdepartmental Requisition
TeraTerm

⬇

Request Approval form SRC Treasurer & Student Governance
E-mail

⬇

Confirm Transaction with Department/Structure
E-mail

Process:

1. **Contact Department/Structure**

   E-mail the relevant person at the structure to enquire into availability of the requested Goods/Service. If the department is willing and able to assist, request a quote from them with a price and their OU Code.

2. **Process Interdepartmental Requisition**

   Use the EAS505P program to create the requisition. Leave all populated fields as they are.

Fill in only the following:	
Action:	A
For attent:	The Department's OU Code

CC:	Your Portfolio's Cost Centre
Acc:	Press F1 and select the appropriate expense type
GL Description:	Date, Project, Good/Service being procured e.g. "20210412 SU ACapella- Posters"
Requested:	Number of units required
Price:	Quoted price per unit
Descpt:	Description of Good/Service being acquired

Press Enter & then F6

Take note of the newly populated Requisition Number.

3. **Request Approval from SRC Treasurer & Student Governance**

Send an email to Sharine (sharine@sun.ac.za) with the Requisition Number requesting her to update the status of the requisition to 2.

The SRC Treasurer (PVisage@sun.ac.za) and Head of Student Governance (anelemdepa@sun.ac.za) must be cc'd into the communication.

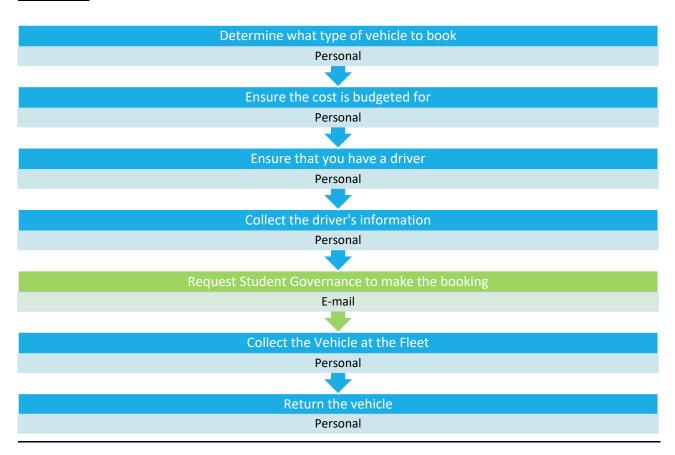Once both the approvers have given Sharine the greenlight, she will move the requisition to status 2.

4. **Confirm the transaction with the Department/Structure**

E-mail the contact person to confirm that you have processed the interdepartmental requisition. Quote the Requisition Number in the email for the person to confirm the transaction on their side.

Vehicle Fleet

The University has 2 Vehicle Fleets located on both the Stellenbosch and Tygerberg Campus. Booking vehicles are however restricted to staff members. As such, all bookings should be made well in advance to give Student Governance ample time to make the booking.

Overview:

Determine what type of vehicle to book
Personal

↓

Ensure the cost is budgeted for
Personal

↓

Ensure that you have a driver
Personal

↓

Collect the driver's information
Personal

↓

Request Student Governance to make the booking
E-mail

↓

Collect the Vehicle at the Fleet
Personal

↓

Return the vehicle
Personal

Process:

1. **Determine vehicle needed**

   Consult the vehicle fleet's catalogue as previously sent or as can be found on their website (https://www0.sun.ac.za/voertuigvloot/page/english/policies-and-documents.php). Consider the number of passengers + driver as well as budgeted amount to see which vehicle may be booked.

2. **Ensure Cost is budgeted for**

   Ensure that your project includes a budget for transport and that the choices for a vehicle falls within this amount.

3. **Ensure you have a driver**

   You or one of your accompanying colleagues should preferably have a license and be willing to drive the vehicle. If this is impossible, you should arrange with another student to drive the vehicle for you. This individual may be compensated if it is really necessary (hopefully your company and the journey is payment enough). In case they need to be compensated- refer **immediately** to the section on compensating students on how this payment must be made.

4. **Collect the driver's information**

   The driver's full name and student number as well as a photocopy of their drivers' license must be collected. Regardless of whether they have driven for the institution before. If they have already driven, they do not need to submit a photocopy when collecting the vehicle but it is still needed for the booking.

5. **Request Booking**

   Submit the collected information, preferred vehicle choices, which campus and the date/time that the car will be needed and returned to sharine@sun.ac.za or gfritz@sun.ac.za to book the vehicle. To prevent no cars being available- BOOK WELL IN ADVANCE especially if you will have recurring trips. Anelemdepa@sun.ac.za and pvisage@sun.ac.za must as always be cc'd in to approve the request.

6. **Collect the Vehicle**

   Once booked, an email will be sent to the driver with instructions on how to collect the vehicle. The driver must take their Student Card and license with them when collecting the vehicle. If the vehicle is needed over a weekend, the keys must be collected on the Friday before 16:30 at the vehicle fleet office. The office will explain how the trip cards work and it must be filled in accordingly.

7. **Return the Vehicle**

   The vehicle must be returned as soon as soon as possible. The instruction will be given at the office but remember to fill up the car with the provided Petrol Card before returning. After parking, fill in the trip card and submit it with the keys at the office or in the box next to the gate if it is over a weekend

   For any queries on vehicle bookings or at the office, email them at mvw@sun.ac.za for Stellenbosch or meis@sun.ac.za for Tygerberg.

C. External Suppliers that can be Registered

In circumstances where no registered supplier can render the required goods/services, or an unregistered supplier is heavily preferred above an already registered supplier- the following process may be followed. Note that once the registration has been completed and a supplier code has been generated- the process in **A** must be used to purchase the goods/services.

Overview:

Confirm that Supplier is not registered
TeraTerm
⬇
Consult with the Supplier on whether they are willing to be registered
Personal
⬇
Request the supplier to fill in the "Level 2 Vendor" form and attach required documents
Personal
⬇
Submit the form and all supporting documents to Financial Services
E-mail
⬇
Wait to receive Supplier Code
E-mail

Process:

1. **Confirm that Supplier is not registered**

   After a supplier indicated that they are not registered, check on TeraTerm whether the supplier is there. Use the FKR920P program and 'X' the second option. Look through all possible categories in which the supplier might fall. The program is heavily arbitrary and outdated so there are numerous categories for suppliers rendering the same service/product- check all of these categories to confirm that the supplier is not "hidden" away or using a different trading name.

```
20201022              Enquiry - Creditor Information            18:23:02

This program displays Creditor Information


Enter Creditor Code (PF1 for help):      ▭

                OR


Mark one of the following options to find Creditors that renders a specified
Product or Service:

Products/Services in alfabetic or numeric order  X

                OR

Products/Services by keyword                       ▮




Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Menu                                              Term
Please select an option and press Enter
```

2. **Consult with Supplier on Registration Process**

   The registration process is timeous and requires effort from a supplier to provide the member with supporting documentation. It is therefore imperative that a member discuss the process and consequences thereof with the supplier. A key consequence that often disparages suppliers is that payments are in most cases only made 30 days after rendering a service. Go through the Vendor Form (from **3**) with the supplier and ensure they are onboard with all the terms.

3. **Fill in the "Level 2 Vendor" form**

   The Form will be available in either a SRC Teams folder or may be requested from your esteemed Treasurer, whomever that may be. Send the form to the supplier and ensure that it is completed in full with all supporting documentation attached.

4. **Submit the form to Financial Services**

   Email the form and **all** supporting documentation to findienste@sun.ac.za and cc pvisage@sun.ac.za as well as anelemdepa@sun.ac.za into the mail. The recipient may request additional information once received- supply this information timeously to the requestor.
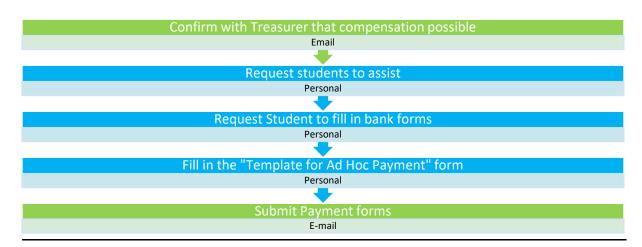
5. **Await a code**

   "Patience is bitter, but its fruit is sweet." This ludicrous quote might be appropriate, either way just wait until Financial Services informs you that the registration is successful and supply you with a code to use. An appropriate time before you may spam the individual handling the request is 10 business days. Once it reaches 15 business days without response, feel free to be passive aggressive in your follow-up emails.

D. <u>Compensation to SU Students</u>

This category includes any services rendered by registered students of Stellenbosch University excluding those falling under SRC Policy 2020/2. Any compensation to SRC assistants or committee members are subject to executive committee approval and will be processed by the Treasurer. This category is therefore aimed at compensating students for ad hoc service rendering such as acting as judges, photographers, drivers. The list of services is not closed but beyond these 3, a member should rather consider voluntary service rendering by SRC members, other leaders and enthusiastic students opposed to paying a student.

Note that the payment system for these payments is only open during the first week of a month for a payment to occur at the end of that month.

<u>Overview:</u>

Confirm with Treasurer that compensation possible
Email

↓

Request students to assist
Personal

↓

Request Student to fill in bank forms
Personal

↓

Fill in the "Template for Ad Hoc Payment" form
Personal

↓

Submit Payment forms
E-mail

<u>Process:</u>

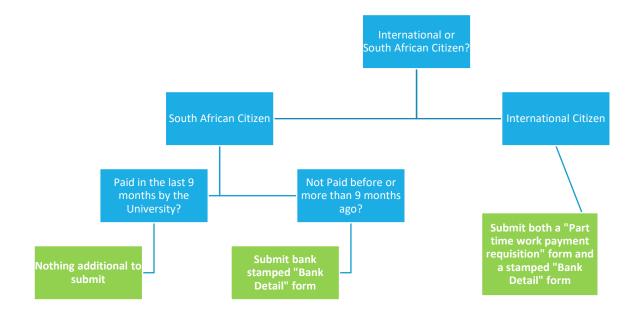1. **Confirm that compensation is possible**

   The member is advised to consult with the Treasurer whether compensation is possible before making promises to students. This consultation will entail checking if there are funds in the project's budget for compensation as well as that the compensation does not fall in the ambit of SRC Policy 2020/2.

2. **Request Assistance from students**

A transparent and reasonable approach should be taken when selecting students to render a service. To prevent actual or inferred nepotistic decisions, rather make use of qualified students or utilise open applications. For drivers, the International office and/or vehicle fleet may be contacted for a list of drivers that is usually used by them.

3. **Request Bank Forms to be filled in**

Two forms must be filled in and provided by the student depending on their classification on the following grounds:

❖ The "Bank Detail" form can be taken to your bank to be completed in full by them by handing them your student card.

❖ The "Part time work payment requisition" form is an editable pdf but might be a tad complicated- rather contact the Treasurer directly if you are struggling with what to fill in there.

4. **Fill in Template for Ad Hoc Payment Form**

Use the excel template provided or request from your esteemed Treasurer (see example on next page).

➢ Organizationa/Division Name: Your Portfolio followed by SRC (e.g. "Transformation – SRC")

- ➢ Position: Short Description of service (e.g. Photographer/Judge/Driver)
- ➢ Name: Duh
- ➢ Surname: Duh
- ➢ Student Number: Duh
- ➢ Amount: Full amount to be paid to student
- ➢ Cost Centre: Cost Centre from where to pay, usually your portfolio

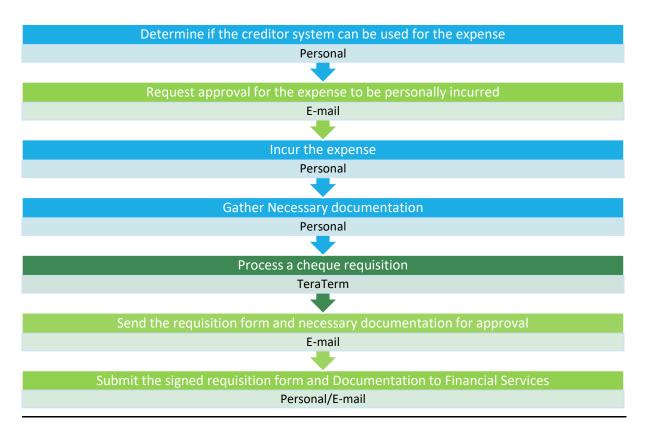| No.	Position/ Portfolio	Name	Surname	Student number	Amount	Cost Centre
**Organisational/ Division Name**
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

5. Submit Forms

Submit the completed "Ad Hoc Payment Template" as well as bank forms for all students on the template. Send the request to Gfritz@sun.ac.za and cc Pvisage@sun.ac.za and anelemdepa@sun.ac.za in for approval.

E. Reimbursements

Reimbursements will be possible for when SRC members or their committee members personally pay for an SRC expense. These cases should however not be the norm and will only be approved when strictly compliant with the SRC's reimbursement policy. The main feature to take note of is that the member must gain approval to take on the expense **prior to incurring the cost.** Where reimbursements are sought for data and/or airtime bought, adherence to the SRC policy on data costs must additionally be complied with which would require the submission of a justification on why the cost was necessary for portfolio fulfilment.

Overview:

Determine if the creditor system can be used for the expense
Personal

⬇

Request approval for the expense to be personally incurred
E-mail

⬇

Incur the expense
Personal

⬇

Gather Necessary documentation
Personal

⬇

Process a cheque requisition
TeraTerm

⬇

Send the requisition form and necessary documentation for approval
E-mail

⬇

Submit the signed requisition form and Documentation to Financial Services
Personal/E-mail

<u>Process:</u>

1. **Determine if a reimbursement is appropriate**

   A reimbursement is only possible if the expense complies with one of the following criteria:

   a. *It is objectively too urgent to make use of the University's payment system to purchase from a supplier; or*

   b. *The supplier is not on the University's payment system and is incapable of being registered thereon; or*

   c. *The amount of the expense is trivial; or*

   d. *A SRC Policy specifically allows for a personal expenditure to be made.*

2. **Request Approval for the expense and for incurring it personally**

   Contact the Treasurer and explain why personal expenditure must be made for this SRC expense. Await approval for taking the reimbursement route before continuing to the next step. In cases of data costs incurred- a written motivation must be submitted detailing why the expense must be incurred and how it contributes to the fulfillment of portfolio duties.

3. **Incur the expense**

   Go forth and spend your own money on the SRC expense. Naturally you have to stay within the portfolio budget as your reimbursement will be capped at that amount.

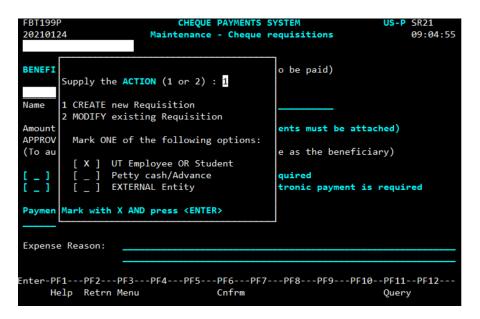4. **Gather required documentation**

   Ensure the following documentation is at hand:

   - Receipt/proof of purchase clearly indicating what was purchased and the amounts (a bank statement will not suffice)

- If this is the first time you or the person being reimbursed is being paid the university- a filled and stamped bank form must accompany the requisition.
- In case of Data costs incurred- the written motivation submitted earlier

5. Process a cheque requisition

Use the FBT199P program to process the reimbursement.

Fill in only the following:	
Supply the ACTION:	1
UT Employee or Student:	**X** (inside the bracket as above)
PRESS Enter	

```
FBT199P                    CHEQUE PAYMENTS SYSTEM            US-P SR21
20210124              Maintenance - Cheque requisitions         08:59:00
CREATE new Requisiti

BENEFICIARY     (The beneficiary is the party to be paid)
UT Number (employee/student)
_____
Name    _____

Amount            (Original supporting documents must be attached)
APPROVER (UT Number)  _____
(To authorize the request.  May not be the same as the beneficiary)

[ _ ] Mark here if an ELECTRONIC payment is required
[ _ ] Mark here if a CHEQUE instead of an electronic payment is required

Payment Advice Note :
_____

Expense Reason:   _____
                  _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help  Retrn Menu            Cnfrm                Detl  Query
Please enter the UT Number and press <ENTER>
```

Fill in only the following:	
UT Number:	The student number of the student being reimbursed
Approver (UT Number):	18852157
Mark here if an Electronic Cheque payment is required:	**X** (inside the bracket)
Payment Advice Note:	Date; Portfolio; Project (e.g. "20210115 Transformation ITC")
Expense Reason:	Set out what exactly the expense is for within the project
PRESS Enter	
PRESS F5	

```
FBT199P                    CHEQUE PAYMENTS SYSTEM              US-P SR21
                                                                      58
 LINE                                                      BUDGET
  NO     GENERAL LEDGER NOTE            TOTAL  CC  ACCNO PROJ  NUMBER

  1   _____    _____  ____ ____  ____ _____

  2   _____    _____  ____ ____  ____ _____

  3   _____    _____  ____ ____  ____ _____

  4   _____    _____  ____ ____  ____ _____

  5   _____    _____  ____ ____  ____ _____

  6   _____    _____  ____ ____  ____ _____

  7   _____    _____  ____ ____  ____ _____
                             TOTAL
 Accountant                              Date 20210124
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF
       Help  Retrn      Del          Cnfrm Pg - Pg + Exch Left  Right
E Supply the screen values and <ENTER>                           --
Payment Advice Note must be provided
```

Fill in only the following for each item on the receipt:	
General Ledger Note:	Date; Portfolio; Project (e.g. "20210115 Transformation ITC")
Total:	Amount
CC:	Your portfolio Costpoint number
ACCNO:	Press F1 and navigate to the appropriate expense type
PRESS F6	
PRESS F9	
Confirm that the bank details are correct or fill in if not prefilled	
PRESS F6	
PRESS F6	

6. **Send the requisition form and documentation for approval/signatures**

   One the requisition was successfully processed, you will receive an email almost instantaneously with two pdf's of which one is the requisition form. Forward the requisition form with all the gathered documentation to the head of Student Governance(anelemdepa@sun.ac.za) and the Treasurer (PVisage@sun.ac.za)to approve and sign the form.

7. **Submit the form and documentation for payment**

   Submit the signed form and all gathered documentation to Financial services (Mr Ramothwala- phillipr@sun.ac.za)and request them to process the reimbursement.

F. <u>Advances</u>

Advances should only be used in the most extraneous circumstances. For that reason, it is preferred that all requests for advances are directed at the Treasurer and not processed on your own. In order to request an advance, direct a request to the Treasurer detailing why it is not appropriate to make use of any other form of payment system. This request should include the amount requested and how that amount has been calculated.

Miscellaneous

A. Cancelling Purchases

Purchase from Creditor:

E-mail the purchaser listed for the specific Creditor and request them to cancel the order. The relevant purchaser can be found using the FKR920P program and selecting the creditor used.

Interdepartmental Transfer:

Open the requisition by going to the EAS505P program. Use "M" instead of the "A" normally used to create a requisition and type in the requisition number. Press Enter. Once the relevant requisition opens, ensure it is the correct requisition. Move the cursor to "Status" and change it to "9". Press Enter.

B. Display/Modify a Purchase

Purchases (Creditor or Interdepartmental):

Open the same program used to make the requisition. Use "D" instead of the usual "A" and then type in the requisition number. Press Enter. The record should then be displayed.

Reimbursement/Advance:

Use the FBT192P program to open a list of outstanding reimbursements. Navigate to the appropriate record and press Enter.