



**the dr&pw**

---

Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

# **DEPARTMENTAL MOVEABLE ASSET MANAGEMENT POLICY**

**VERSION2**

**(October 2017)**

## TABLE OF CONTENTS

Contents	Page
1. DEFINITIONS AND ACRONYMS.....	4
2. INTRODUCTION.....	7
3. POLICY STATEMENT.....	7
4. POLICY OBJECTIVES.....	7
5. REGULATORY FRAMEWORK.....	8
6. ROLES AND RESPONSIBILITIES IN THE DRPW ASSET MANAGEMENT FRAMEWORK.....	9
6.1 The Accounting Officer.....	9
6.2 The Provincial Treasury.....	9
6.3 Responsibility of the Asset Holder.....	10
6.4 Responsibility of Asset Controllers.....	10
6.5 The Chief User Clerk.....	11
7. PROCEDURES.....	11
7.1 Safeguarding of Moveable Assets.....	11
7.2 Acquisition of Moveable Assets.....	12
7.3 Receipt of Moveable Assets.....	12
7.4 Internal Movement of Moveable Assets.....	13
7.5 Physical Moveable Asset Verification.....	14
7.6 Surpluses of Moveable Assets.....	14
7.7 Shortages of Moveable Assets.....	15
7.8 Losses of Moveable Assets.....	15
8. THE ROLE OF DISTRICT OFFICES REGARDING MOVEABLE ASSET MANAGEMENT.....	15
9. MOVEABLE ASSET DISPOSAL.....	15
9.1 Role of the DRPW Moveable Asset Disposal Committee.....	15
9.2 Redundant, Obsolete and Unservicable Moveable Assets.....	16
9.3 Donation of Redundant, Obsolete and Unservicable Moveable Assets.....	17
9.4 Moveable Asset Transfers.....	17
10. THE MOVEABLE ASSET REGISTER.....	18
10.1 Minimum Moveable Asset Register Information.....	18
10.2 Valuation of Moveable Assets.....	20

11. THE STRATEGIC MOVEABLE ASSET MANAGEMENT PLAN.....	21
11.1 Moveable Asset Needs .....	21
11.2 The Moveable Asset Acquisition Plan.....	21
11.3 The Moveable Asset Funding Plan .....	22
11.4 The Moveable Asset Operational Plan .....	22
11.5 The Moveable Asset Maintenance Plan .....	22
11.6 The Moveable Asset Disposal Plan .....	22
11.7 The Moveable Asset Risk Management Plan .....	23
12. OTHER TYPES OF MOVEABLE ASSETS.....	24
12.1 Pool Moveable Assets .....	24
12.2 Privately Owned Moveable Assets .....	24
12.3 Moveable Assets on Loan from another Department/Service Provider .....	24
13. MAINTENANCE OF MOVEABLE ASSETS.....	24
13.1 Repairs to Moveable Assets .....	24
13.2 Damages to Moveable Assets .....	25
14. REPORTING ON MOVEABLE ASSET MANAGEMENT .....	25
14.1 Moveable Asset Threshold for Reporting Purposes.....	25
14.2 Moveable Assets and Reconciliation of BAS and LOGIS .....	26
15. INSURANCE OF DEPARTMENTAL MOVEABLE ASSETS.....	26
16. POLICY REVIEW AND AMENDMENT .....	26
17. APPROVAL OF THE POLICY AND DATE OF EFFECT .....	26
ANNEXURE A: Internal Asset Movement Form.....	28
ANNEXURE B: Categories of Assets.....	29
ANNEXURE C: Moveable Asset Pool Register.....	31
ANNEXURE D: Privately Owned Moveable Asset Register.....	32
ANNEXURE E: Pass-Out Form (Repair / Restoration of Moveable Assets) .....	33

## 1. DEFINITIONS AND ACRONYMS

<b>"AO"</b>	Means Accounting Officer. This official is the Head of Department (HOD), according to the PFMA, 1999. The PFMA clarifies the division of responsibilities between the Head of Department [the Accounting Officer (AO)] and the political head [called the "Executive Authority" – the Member of the Executive Council (MEC)]. The Executive Authority is responsible for policy choices and outcomes, while the Accounting Officer implements the policy and achieves the outcomes by taking responsibility for delivering the outputs defined in the departmental budget, which is also prepared by the Accounting Officer.
<b>"Asset Controller"</b>	Refers to a person to whom the delegated powers on asset control management within the District Office has been assigned, and is also responsible for safeguarding these items until such time when these items are returned to the asset disposal store to be disposed.
<b>"AD"</b>	Means Assistant Director.
<b>"Asset Disposal"</b>	The process by which the DRPW relinquishes control of an asset through decommissioning or selling thereof.
<b>"AG"</b>	Means Auditor General.
<b>"Asset Holder"</b>	Refers to a person to whom moveable assets have been issued to. The asset holder is accountable for moveable assets in his/her office and he/she is therefore responsible for safeguarding these items until such time when these items are returned to the asset disposal store to be disposed.
<b>"Asset Management"</b>	Is the process of guiding the acquisition, use safe-guarding and disposal of moveable assets to make the most of their service delivery potential and manage the related risks and costs over their entire useful life.
<b>"AM"</b>	Means Asset Manager.
<b>"AMU"</b>	Means Asset Management Unit. This is the unit at the DRPW Head Office which provides over efficient and effective asset control services and which monitors asset management in the Department.
<b>"AMO"</b>	Means Asset Management Officer.
<b>"AVT"</b>	Means Asset Verification Team.
<b>"BAS"</b>	Means Basic Accounting System. This information system is a subset of the South African government's total information system. BAS is a basic accounting system (also cash

	based) that was developed in 1992 to cater for government's basic accounting needs. It is maintained by the National Treasury for National and Provincial Departments. Currently there are four major systems, the Personal and Salary Administration System (PERSAL), the Basic Accounting System (BAS), the Financial Management System (FMS) and the Logistical Information System (LOGIS). The various systems are managed as separate stand-alone "silos" and not as a single integrated systems unit.
<b>"CFO"</b>	Means the Chief Financial Officer.
<b>"Chief User Clerk"</b>	Refers to a person that handles all the administrative functions of the chief users. The Chief User Clerk is responsible for the consolidation of all the sectional requests onto a requisition (SLD) form.
<b>"DAMP Report"</b>	Means Departmental Asset Management Report.
<b>"DD"</b>	Means Deputy Director.
<b>"Department" / "DRPW"</b>	Means the Department of Roads and Public Works, Northern Cape Province.
<b>"Discrepancies"</b>	Refers to all shortages/surpluses of moveable assets discovered during the moveable asset verifications (eg. Losses/theft) and cannot be accounted for.
<b>"Donated Items"</b>	Refers to moveable assets transferred or received to/from other institutions at no cost.
<b>"ECT Act"</b>	Means Electronic Communications and Transactions Act, Act No. 25 of 2002.
<b>"IT"</b>	Means Information Technology.
<b>"IT-related Moveable Assets"</b>	Refers to office computer equipment such as desktops, printers, scanners, notebooks(laptops) etc.
<b>"LCC"</b>	Means Loss Control Committee.
<b>"LCO"</b>	Means Loss Control Officer.
<b>"LOGIS"</b>	Means Logistical Information System. LOGIS in its current format was developed in 1998. LOGIS was developed in an evolutionary way to cater for government's provisioning and administration requirements in respect of the control of movable assets and stock. This information system is a subset of the South African government's total information system. It is maintained by the National Treasury for National and Provincial Departments.
<b>"Moveable Asset"</b>	Is a resource controlled by the Department as a result of past



	events and from which future economic benefits are expected to flow to the Department.
<b>"Moveable Asset Register"</b>	Is the moveable asset database that provides the basis for the figures in the financial statements. It includes information on asset purchase prices and dates, asset description, locations, asset holder, condition and expected life.
<b>"Moveable Asset Bar Code"</b>	Refers to a unique number that is affixed to a moveable asset.
<b>"MTEF"</b>	Means Medium Term Expenditure Framework.
<b>"MTSF"</b>	Means Medium Term Strategic Framework.
<b>"Non-IT related Moveable Assets"</b>	Refers to DRPW equipment/furniture including other electronic devices that does not require the attention of an IT Specialist when a fault is encountered (e.g. fridges, microwave ovens) but requires external service providers for their repairs.
<b>"Obsolete Item"</b>	Refers to any asset that can no longer be used due to obsolescence.
<b>"Official"</b>	Means any person in the employ of the Department.
<b>"PFMA"</b>	Means the Public Finance Management Act, Act No. 1 of 1999, as amended.
<b>"PPPFA"</b>	Means the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.
<b>"Privately Owned Moveable Assets"</b>	Refer to items owned by officials and which are not recovered in the Moveable Asset Register of the DRPW as assets acquired through state funds.
<b>"PT"</b>	Means Provincial Treasury.
<b>"Redundant Item"</b>	Refers to assets that can no longer be required by DRPW but which can still possibly be utilized within other governmental departments/institutions etcetera.
<b>"Requisition (SLD)"</b>	Refers to the official request form to be completed, signed and approved by the delegated officials, and recommended by the Asset Management Unit.
<b>"Risk"</b>	Is the potential of losing something of value, weighed against the potential to gain something of value. Values can be gained or lost when taking risk resulting from a given action, activity and / or inaction, foreseen or unforeseen. Risk can also be defined as the intentional interaction with uncertainty and relates to the probability of uncertain future events. Any human endeavour carries some risk, but some are much riskier than others.
<b>"Risk Management"</b>	Is the identification, assessment, and prioritization of risks (more closely defined as <i>the effect of uncertainty on objectives</i> )

	followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.
<b>"SCM"</b>	Means Supply Chain Management. It is the management of the flow of goods. It includes the movement and storage of raw materials, work-in-process inventory, and finished goods from point of origin to point of consumption. Interconnected or interlinked networks, channels and node businesses are involved in the provision of products and services required by end customers in a supply chain.
<b>"SCM Unit"</b>	Means the supply chain management unit of the Department.
<b>"Service Provider"</b>	Means a consultant, supplier, company or any other third party who renders services to the Department.
<b>"SITA"</b>	Means State Information Technology Agency.
<b>"Value"</b>	Refers to the importance, worth, or usefulness of resources, specifically in terms of assets, both tangible and intangible (see <b>Annexure B</b> ), and services, either rendered or received.

## 2. INTRODUCTION

This policy defines procedures in respect of the responsibility and accountability of every official within the DRPW with regard to assets, and also aims to ensure efficient, effective and economic utilization of all resources available to the Department's employees.

## 3. POLICY STATEMENT

- 3.1 The DRPW is committed to creating an enabling environment to facilitate efficient service delivery through the provision of adequate resources including furniture and equipment. The DRPW therefore utilizes a certain portion of its annual fund to purchase these assets.
- 3.2 The Constitution of our country prescribes that procurement for any organ of State must be dealt with through a system that is fair, competitive, transparent and cost effective. The Constitution also allows for the implementation of procurement policies, procedures and control measures in order to facilitate the maintenance of good governance.

## 4. POLICY OBJECTIVES

- 4.1 The objectives of the policy are as follows:
  - 4.1.1 To ensure effective, efficient, economic and transparent asset management.

- 4.1.2 To ensure proper keeping of accounting records.
- 4.1.3 To ensure the avoidance of waste and extravagance, as well as proper budgeting.
- 4.1.4 To ensure efficient, effective and economic use of all the resources available to employees of the DRPW.
- 4.1.5 To provide reasonable assurance for the care and safeguarding of all assets.

## **5. REGULATORY FRAMEWORK**

- 5.1 The Constitution of the Republic of South Africa Act, Act No. 108 of 1996.
- 5.2 The National Treasury Asset Management Learners Guide of 2004.
- 5.3 The Northern Cape Provincial Asset Management Policy.
- 5.4 The Public Finance Management Act, Act No. 1 of 1999 (The PFMA), as amended.
- 5.5 The Preferential Procurement Policy Framework Act, Act No. 5 of 2000 (The PPPFA).
- 5.6 The Preferential Procurement Regulations, 2011.
- 5.7 National and Provincial Treasury Asset Management Regulations.
- 5.8 The Electronic Communications and Transactions Act, Act No. 25 of 2002 (The ECT Act).
- 5.9 SITA Procurement Policies and Procedures.
- 5.10 National Treasury Competency Framework for Financial Management of December 2010.
- 5.11 The Promotion of Administrative Justice Act, Act No. 3 of 2000.
- 5.12 The Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2004.
- 5.13 National Treasury Regulations of 2005.
- 5.14 The Northern Cape Provincial Government Supply Chain Management Policy, 2010.
- 5.15 The departmental Supply Chain Management (SCM) Policy.



- 5.16 The departmental Risk Management Policy.
- 5.17 The departmental Risk Management Strategy.
- 5.18 The departmental Moveable Asset Disposal Policy.
- 5.19 The departmental Fraud Prevention Policy.
- 5.20 The departmental Loss Control Policy.

## **6. ROLES AND RESPONSIBILITIES IN THE DRPW ASSET MANAGEMENT FRAMEWORK**

Asset Management is the decision making process to decide which asset to use, where to use this asset and how to use it. The management process weighs up the advantages and disadvantages (cost versus benefit) of utilizing resources in a specific way against the risk of not doing so and not achieving the set objectives in the shortest period and most effective way possible. Proper management and accounting for assets have been set as an important responsibility of the AO. In order to give effect to this, it is necessary to identify all assets under control of the department through reference to original documentation and physical counts and secondly to create a system that will ensure continued monitoring of these assets as well as accounting for additional assets procured on an ongoing basis.

### **6.1 The Accounting Officer**

- 6.1.1 In terms of Section 38 (1) (d) of the PFMA the responsibility for asset management within the DRPW, lies with the AO.
- 6.1.2 The AO must ensure that proper control systems exist for safeguarding assets and that mechanisms are in place to eliminate theft, losses wastage and misuse of assets. [Treasury Regulation 10.1.1 (a)].
- 6.1.3 The AO or his/her delegate should appoint Asset Controllers in writing for a period of one (1) financial year.

### **6.2 The Provincial Treasury (PT)**

- 6.2.1 The PT has overall financial accountability for assets that are under the physical custody and control of the Department.

- 6.2.2 The PT sets up a policy framework and guidelines for the proper physical verification and financial management of assets.
- 6.2.3 The PT is responsible for conducting of audits to ensure that there is full compliance with the policies and procedures.
- 6.2.4 The PT must reporting to the national government on the physical verification and financial management of Provincial assets.
- 6.2.5 The PT must maintain a central financial accounting system and store the financial history of assets in an auditable database which is presently LOGIS and which is maintained by National Treasury.
- 6.2.6 The PT determines the classification structure of the assets of the Province.

### **6.3 Responsibilities of the Asset Holder**

- 6.3.1 Safeguarding of assets in his/her designated working area/office.
- 6.3.2 If it can be proved that the Asset Holder acted negligently with regard to the safeguarding of assets issued to him/her, the Asset Holder will be required to reimburse the DRPW for any losses incurred.
- 6.3.3 The asset holders must assist the AVT with the asset verification (may not carry out the asset verification but may assist with e.g. location of asset and asset identification).
- 6.3.4 The asset holders will be required to account for any surpluses or shortages detected during the physical asset verification. Disciplinary action in terms of the disciplinary code may be considered for failure to account for such discrepancies.
- 6.3.5 All assets in the Asset Holder's office must be recorded in the inventory lists and Asset Register.
- 6.3.6 The originally signed Inventory List must be handed to the Asset Holder for acknowledgement and must be displayed behind the office door of the Asset Holder.

### **6.4 Responsibilities of Asset Controllers**

- 6.4.1 Manage and control all assets the Head Office and District Offices.
- 6.4.2 Ensures that all assets/equipment are used for the purpose that they have been purchased for.
- 6.4.3 Responsible for custody and safekeeping of all assets issued at the Head Office and District Offices.

- 6.4.4 Investigates and reports all discrepancies, damages and losses of assets in writing to the AMU.
- 6.4.5 Verifies DRPW numbers of assets where applicable.
- 6.4.6 Verifies privately owned assets where applicable.
- 6.4.7 Submits inputs for the Asset Acquisition Plan for Head Office or his/her applicable District Office on an annual basis.

## **6.5 The Chief User Clerk**

- 6.5.1 Ensures that requisition forms (SLD's) for moveable assets are completed properly and forwarded to the SCM unit. The SCM Units of District Offices must follow SCM procedures and forward documentation to the AMU which verifies and forwards documentation to the Demand Unit to capture on the LOGIS system.
- 6.5.2 Conducts a need assessment of moveable assets within Units to ensure that redundant moveable assets are in fact no longer required by a particular Unit.

## **7. PROCEDURES**

### **7.1 Safeguarding of Moveable Assets**

- 7.1.1 Proper procedures and control measures must be put in place and enforced to ensure that all moveable assets are safeguarded at all times.
- 7.1.2 Asset Controllers, Asset Holders and Chief User Clerks are responsible for custody and safekeeping of all moveable assets issued to the Component and which are under their control.
- 7.1.3 Special care should be taken regarding the safekeeping of notebooks by utilizing the special locking device supplied for this purpose or locking it in a cupboard when not in use. In the event the notebook is stolen because of it not being properly locked/safe guarded, the responsible official will be charged with negligence and held responsible for the loss.
- 7.1.4 The storerooms containing moveable assets must be locked at all times. Entrance into any storage facility by an unauthorized person is strictly prohibited.
- 7.1.5 Duplicate keys of all storage facilities, padlocks, cupboards and cabinets are to be kept by delegated official/s. A register of the keys is to be maintained. All duplicate keys are to be kept inside a safe or locked cupboard which cannot be easily destroyed. Signatures for the receipt and issue of keys must be recorded in a register.



- 7.1.6 Storage facilities must be fitted with fire extinguishers, which are to be checked or serviced regularly by authorized personnel.

## **7.2 Acquisition of Moveable Assets**

- 7.1.1 Moveable Assets required by the DRPW are to be acquired in the most cost-effective manner i.e. hired, leased or purchased. The decision as to which option to use should be based on cost effectiveness. The AMU must be notified before an asset is purchased. They must recommend the purchase on the requisition form (SLD) before SCM procedures are followed.
- 7.1.2 The procurement of moveable assets is done in terms of the SCM Framework as follows:
- a) The procurement of assets needs to be identified, planned and funded by the Directorate in line with its Asset Strategic Plan and the procedure stipulated in the PPPFA, should be followed.
  - b) The use of petty cash for procurement of moveable assets will not be allowed.
  - c) Procedures for procurement of moveable assets as stipulated in the DRPW Procurement Policy must be adhered to.

## **7.3 Receipt of Moveable Assets**

- 7.3.1 The procured asset(s) will be delivered to the In-transit office (Logistics Unit), captured on the LOGIS by the AMU, allocated DRPW barcode numbers and allocated to the end user/directorate concerned. AMU will file the copy of the Delivery Note/Invoice for record purposes.
- 7.3.2 The In-transit Clerk (Logistics Unit) will receive all the moveable asset(s) and carefully examine them before the delivery note is signed. In the case of IT related equipment a specialist from the IT Unit will examine the moveable assets.
- 7.3.3 Verification of quality and quantity must always be made when the moveable asset(s) is/are received by the Logistics Unit. Any evidence of damage or shortage should immediately be noted and the particulars thereof, endorsed on the delivery note.
- 7.3.4 District Offices must forthwith furnish Head Office with a receipt voucher with regard to the quality, quantity and condition of moveable asset(s) which are not delivered directly to Head Office. The Asset Controller/Chief User Clerk must sign the invoice as proof that the goods have been delivered in a correct condition.
- 7.3.5 Every moveable asset received must be marked with the DRPW number/bar code and recorded in the Moveable Asset Register by the AMU. The DRPW number/bar code should be applied in such a way that it makes the alteration thereof difficult.



- 7.3.6 The AMU must certify that all moveable assets have been received on Logis before the invoice and supporting documentation are forwarded to the Logistics Unit for compiling of the payment.

## **7.4 Internal Movement of Moveable Assets**

- 7.4.1 No person may move a moveable asset from one office to the other without the approval of the AMU/Asset Controller.
- 7.4.2 Rented moveable assets such a photocopy machines, etc may only be moved by delegated officials.
- 7.4.3 A prescribed form: Internal Asset Movement Form (**See Annexure A**) must be completed by the Asset holder and Asset Controller and signed by the receiving Asset Holder stating the following information:
- a) a full description of the moveable asset.
  - b) the serial number and drpw barcode number.
  - c) the reason for the removal or movement of the moveable asset(s); and
  - d) the new location of the moveable asset.
- 7.4.4 The completed Internal Asset Movement Form must be forwarded to the AMU for approval of the actual movement of the moveable asset.
- 7.4.5 The AMU will update the Moveable Asset Register/Logis and the Inventory list will be updated by the Asset Controller with the approved asset movement.
- 7.4.6 The Asset Controller/Directorate will then arrange for the actual movement of the approved moveable asset(s). The Asset Controller will oversee the movement. Great care must be taken during the movement process to ensure that no damage is done to the moveable asset or any other property of the department.
- 7.4.7 The Asset Controller must immediately report any damages to moveable assets or property to the AMU by completing the Loss Form. The LCC will recommend the appropriate action in respect of the official found to be directly responsible for the damage caused.
- 7.4.8 No person shall move or transfer any IT equipment without the knowledge and written consent of the AMU, IT and the Asset Controller.
- 7.4.9 Disciplinary action will be taken against an official who moves moveable asset(s) without approval from the AMU/Asset Controller.

## **7.5 Physical Moveable Asset Verification**

- 7.5.1 The AM or his/her delegate, appointed in writing, shall nominate officials to form part of a designated AVT in writing, which will comprise of competent officials who will assist with the physical moveable asset verification.
- 7.5.2 Physical moveable asset verification exercise will be done twice in a financial year cycle.
- 7.5.3 Physical moveable asset verification spot checks will be done every month for selected offices at Head Office and District Offices.
- 7.5.4 A register in which the results of each moveable asset verification and spot check are recorded must be kept by the AMU.
- 7.5.5 The AM must ensure that the Moveable Asset Register is kept updated with all transactions before the physical moveable asset verification exercise commences.
- 7.5.6 Thorough investigations should be made in respect of discrepancies.
- 7.5.7 The Asset Controller submit its report within seven working (7) days after the monthly spot checks to the Asset Management Unit after the finalization of the spot checks and the Asset Verification Team must submit its reports on the Annual and quarterly physical moveable asset verification 1 month after the verifications which must include the following:
  - a) Discrepancies (shortages and surpluses) found, in quantities as well as in book value.
  - b) Moveable Assets counted against the description of assets recorded in the Moveable Asset Register.
  - c) Details of particulars of unserviceable, surplus, redundant and or damaged moveable assets, together with a recommendation in order to refer it to the Departmental Disposal Committee.
- 7.5.8 All moveable assets identified as discrepancies must be submitted to the LCO to obtain approval to remove the moveable assets from the Moveable Asset Register.
- 7.5.9 Once approval have been granted, the Moveable Asset Register will be updated accordingly.
- 7.5.10 Any corrections or adjustments to the Moveable Asset Register must be authorized by the CFO.

## **7.6 Surpluses of Moveable Assets**

- 7.6.1 Surpluses identified in respect of assets must be motivated by the Asset Controller in terms of the cause of and reason for the particular discrepancy.

- 7.6.2 Surpluses in respect of assets should be posted by the AMU to the relevant suspense registers by means of requisition (SLD) form.

## **7.7 Shortages of Moveable Assets**

- 7.7.1 Shortages identified in respect of moveable assets must be motivated by the Asset Controller in terms of the cause of and reason for the particular discrepancy.
- 7.7.2 Shortages in respect of moveable assets must be recorded on the relevant suspense registers.

## **7.8 Losses of Moveable Assets**

- 7.8.1 The AMU must present a report, with motivations, to the LCO of all the shortages which were discovered during the quarterly/annual physical verification exercises in Head Office and District Offices
- 7.8.2 Losses in respect of moveable assets must be dealt with in terms of the DRPW Loss Control Policy.

## **8. THE ROLE OF DISTRICT OFFICES REGARDING MOVEABLE ASSET MANAGEMENT**

- 8.1 District managers are accountable for asset management functions at district level; however the CFO of the DRPW is responsible to ensure that these functions are performed, monitored and reported on.
- 8.2 District managers must ensure that the outlay of all newly occupied office buildings are mapped. These maps are submitted to asset management for printing and dispatching of unique room location codes to the district that will affix the unique bar-codes to the Asset Location.
- 8.3 The District managers must also ensure that the name of every asset holder is recovered on each inventory list.
- 8.4 District managers must furthermore monitor moveable asset movements and ensure that asset movement sheets are submitted to the AMU for updating of the moveable asset register.

## **9. MOVEABLE ASSET DISPOSAL**

### **9.1 Role of the DRPW Moveable Asset Disposal Committee**

- 9.1.1 The AO must appoint the Chairperson and at least three additional members and a secretary (as well as the District Managers when disposal is done for district office assets) to serve on the Departmental Disposal Committee in writing for a 2 year period.
- 9.1.2 Departmental Disposal Committee Meetings must be held on a quarterly basis.



- 9.1.3 The Departmental Disposal Committee must meet to inspect each moveable asset, to determine whether the moveable asset is redundant, obsolete or unserviceable before a moveable asset is disposed.
- 9.1.4 The Departmental Disposal Committee must recommend a method of disposal, which will be to the best advantage of the DRPW.
- 9.1.5 The Chairperson of the Departmental Disposal Committee must forward the recommendations for moveable assets to be disposed of the CFO for recommendation and to the AO for approval.
- 9.1.6 After obtaining the approval of the AO, the Departmental Disposal Committee forward all documentation to Provincial Treasury for their approval and must then ensure that the moveable asset(s) are disposed.

## **9.2 Redundant, Obsolete and Unserviceable Moveable Assets**

- 9.2.1 All moveable assets, which have been identified as redundant, obsolete and unserviceable, should be disposed of as soon as possible using straight line method of Depreciation.
- 9.2.2 The AM must present a report to the Departmental Disposal Committee of all the moveable assets that have been identified as redundant, obsolete and unserviceable during the physical moveable asset verification exercise within 60 days after the verification exercise.
- 9.2.3 As soon as it has been established that the Asset Controller or the Asset Holder has redundant, obsolete or unserviceable moveable assets to disposed, the following procedure must be followed:
  - a) The Asset Controller should report such moveable assets to the AMU in writing and the following particulars should be furnished in the report:
    - i) a full description of the moveable asset(s) and serial number where applicable.
    - ii) the condition of the moveable asset(s) or the description of the end use;
    - iii) the book value or estimated value of the moveable asset(s); and
    - iv) a motivation as to why the moveable asset(s) is/are regarded as obsolete or redundant.
- 9.2.4 The identified (moveable asset(s) for disposal) must then immediately be separated from the other moveable assets.
- 9.2.5 All IT equipment identified as obsolete or redundant must be certified by the IT Technician by means of a Technical Report.
- 9.2.6 The Technical Report must be filed by the AMU after updating the Moveable Asset Register.



- 9.2.7 The AMU must determine whether the moveable asset(s) could be utilized by another Section, District Office or within the DRPW.
- 9.2.8 Prior to transfer of the moveable asset(s), the Section or District Office that intends to utilize the moveable asset(s) must confirm in writing that the moveable asset(s) would be utilized.
- 9.2.9 Requisitions for the moveable asset(s) should be done through the completion of internal movement forms.
- 9.2.10 When the moveable asset(s) cannot be utilized within the DRPW, the AMU should identify other Government Departments or institutions who would like to receive the moveable assets.
- 9.2.11 Approval for such a donation must be recommended by the Departmental Disposal Committee and approved by the AO.
- 9.2.12 Records must be maintained of all donations made in the Moveable Asset Register must be updated.
- 9.1.13 If the moveable asset(s) cannot be transferred to any State institution, a disposal instruction must be issued by the CFO.

### **9.3 Donation of Redundant, Obsolete and Unserviceable Moveable Assets**

- 9.3.1 Obsolete moveable assets with no commercial value may be donated to a non-profit organization, on receipt of a formal request in writing to the DRPW.
- 9.3.2 Approval for such donation must be granted by the Departmental Disposal Committee and approved by the AO.
- 9.3.3 Redundant moveable assets that still have a useful life of more than a year may be donated upon receipt of a request in writing.
- 9.3.4 Approval for such a donation must be recommended by the Departmental Disposal Committee and approved by the AO.
- 9.3.5 A record must be maintained of all donations made and the moveable asset register must be updated.

### **9.4 Moveable Asset Transfers**

- 9.4.1 All moveable assets received as a donation (Transfer In) by the DRPW should be registered in the Moveable Asset Register.

- 9.4.2 The donated moveable asset will be recorded in the Moveable Asset Register at the current replacement value or market value.
- 9.4.3 The AMU must allocate the DRPW number to the moveable asset and record the item on LOGIS before allocating the moveable asset to the chief user.
- 9.4.4 When DRPW moveable assets are transferred to other government departments both AO's must sign the Transfer letter when the transfer takes place.
- 9.4.5 Documents for the transfer of moveable assets should be completed by the AMU and signed by the CFO and AO. The receiving department must also sign the documents in terms of Section 42 (2) of the PFMA.
- 9.4.6 The moveable asset register must be updated by the AMU as soon as all the approval has been obtained.
- 9.4.7 A copy of the signed Transfer letter of the transferred moveable assets must be forwarded to Provincial Treasury on the monthly DAMP Report and the AG within 14 days of the transfer (Section 42 (3) of the PFMA).

## **10. THE MOVEABLE ASSET REGISTER**

### **10.1 Minimum Moveable Asset Register Information**

#### **10.1.1 Features of the Moveable Asset Register:**

The following information should be recorded in the moveable asset register in respect of every asset acquired:

**a) Acquisition:**

- i) date of acquisition;
- ii) supplier; (reconciliation sheet)
- iii) purchase reference; (reconciliation sheet) and
- iv) cost price or valuation amount.

**b) Identification:**

- i) description;
- ii) identification number;
- iii) model;
- iv) manufacturer;
- v) serial number; and
- vi) unique asset number (DRPW number).

c) **Accountability:**

- i) Location;
- ii) Programme; and
- iii) Custodian of moveable asset.

d) **Performance (where applicable):**

- i) Capacity;
- ii) Condition;
- iii) Residual value; and
- iv) Warranties or guarantees.
- v) Measures

e) **Disposal information:**

- i) Useful life;
- ii) Capacity; and
- iii) Residual value.
- iv) Condition

f) **Accounting:**

- i) Historical cost;
- ii) Replacement value;
- iii) Depreciation rate; and
- iv) Accumulated depreciation

10.1.2 Classification of Moveable Assets and useful life (write-off period)

Moveable assets are recorded according to a particular classification in the moveable asset register. It is important to classify and group moveable assets to ensure control, efficiency and adherence to reporting standards. The main categories of moveable assets together with their expected useful lives are illustrated in **Annexure B**.

10.1.3 Condition of moveable asset

- a) Moveable assets need to be maintained in a condition that is adequate for the purpose for which it is intended. It must comply with the relevant health and safety standards. If this is not the case, the asset's liability to deliver services to the level and standard required will be compromised.
- b) Condition assessment of a moveable asset must involve the following:
  - i) The required condition of the moveable asset relative to its service delivery requirements and value is set as follows:

New	Current year purchased moveable assets
Good	More than 50%
Fair	50%

Character goods can be used

NW-New                      GD - Good                      FR - Fair

- ii) Inspection of the moveable asset and comparing its condition with that required must be performed by the AMU and IT and approved by the Departmental Disposal Committee.
- iii) Forecasting the future condition of the moveable asset to be done by the AMU and IT Component and approved by the Departmental Disposal Committee.
- iv) The depreciation rate must be determined by the expected useful life of a moveable asset and must be reflected in the calculation of the annual depreciation. Depreciation is calculated automatically by LOGIS for all moveable assets per classification.
- v) Remaining useful life.
- vi) Fully depreciated moveable assets will be reflected on the moveable asset register with a zero balance.
- vii) Additions, donations and transfer of moveable assets. The moveable asset register must be amended/updated by the AMO with additions, donations and transfers of moveable assets as soon as the applicable documents are approved.

## 10.2 Valuation of Moveable Assets

Moveable assets are recorded at the original purchase price of the asset. The historical purchase price can be determined using the historical cost, replacement cost, realizable value or present value.

### 10.2.1 Historical Cost

Moveable assets are recorded at the amount of cash or cash equivalents paid or the fair value of the consideration given to acquire them.

### 10.2.2 Replacement Cost

Moveable assets are carried at the amount of cash or cash equivalents that would have been paid if the same or equivalent asset was acquired.

### 10.2.3 Realizable (settlement) Value

Moveable assets are carried at the amount of cash or cash equivalents that could currently be obtained by selling the asset in an orderly disposal.



#### 10.2.4 Present Value

Assets are carried at the present discounted value of the future net cash inflows that the item is expected to generate in the normal course of business.

#### 10.2.5 Depreciated Replacement Cost

The value is determined by the cost of a new moveable asset of the same type. The cost is then adjusted to take into account the difference between the old moveable asset and the new in terms of bigger capacity and depreciation to reflect the remaining useful life of the actual moveable asset on hand.

## 11. THE STRATEGIC MOVEABLE ASSET MANAGEMENT PLAN

The Asset Strategic Plan of the DRPW is compiled to ensure sound management of all moveable assets for the DRPW per financial year taking into account the following areas:

### 11.1 Moveable Asset Needs

11.1.1 As far as provisioning is concerned, the DRPW do not purchase any inventory, but **ONLY** consumable items.

11.1.2 The moveable asset needs of a directorate must be in line with the following:

- a) the MTSF of the DRPW for the MTEF period;
- b) the Business Plans of each Directorate for the MTEF period; and
- c) the approved establishment of the DRPW.

11.1.3 The following aspects of moveable assets must be taken into account when considering moveable asset needs:

11.1.4 Physical condition of moveable assets must be evaluated, adequately maintained or be major replacements or refurbishments to be required during the planning period;

- a) Functionality: how well suited is the asset to the activities and functions it supports.
- b) Utilization: is the asset used effectively.
- c) Financial performance: are maintenance and repair cost reasonable.

11.1.5 Replacement of existing assets and/or acquisition of additional moveable assets should be fully motivated.

### 11.2 The Moveable Asset Acquisition Plan

The Acquisition Plan has to be developed per financial year, including computer equipment, during April each year and actual acquisition as well as the minimum acquisition should address the following:

- a) the moveable asset(s) to be acquisitioned;
- b) the method of acquisition (purchase/transfer from another department/operating lease);
- c) the motivation of acquisition of the moveable asset(s);
- d) the priority: whether it is urgent or normal;
- e) the price of the moveable asset(s);
- f) the time-frame of acquisition: per financial year over the MTEF period.

### **11.3 The Moveable Asset Funding Plan**

The acquisition of moveable assets should be according to the MTEF period and within the allocated budget of the DRPW. The Funding Plan has to be submitted to the Budget Section by May/June of each financial year for inclusion in the MTEF budget. Additional funds will only be made available if a saving is identified elsewhere on the budget allocation and the shifting of funds is approved by the Budget Committee.

### **11.4 The Moveable Asset Operational Plan**

The Operational Plan should cover the following:

- a) resources required for the operation and maintenance of moveable assets;
- b) responsibility for, control of, access to, and security of moveable asset;
- c) training of staff in use of the moveable asset; and
- d) estimates of operating costs.

### **11.5 The Moveable Asset Maintenance Plan**

The Maintenance Plan should:

- a) Define maintenance standards.
- b) Allow for the rectification of existing defects.
- c) Describe how the work should be carried out.
- d) Forecast the necessary maintenance, major repairs and preventative maintenance expenditure for the planning period.
- e) The expected number and type of maintenance contracts and suppliers.
- f) The expected funds resources for both capital and recurrent costs over the period (for example user charges).

### **11.6 The Moveable Asset Disposal Plan**

The following information should be provided in the Disposal Plan:

- a) Determine moveable assets to be disposed of as per the disposal plan in the Asset Strategic Plan and determine the method of disposal.
- b) Perform post disposal review (final assessment of performance).

- c) Documentation, of the request of disposal, should be completed by the Asset Controller and approved by the Disposal Committee.
- d) Assets must not be removed from the moveable asset register, but the moveable asset will be written off in the moveable asset register and marked as disposed.
- e) The AMU will manage and control the process of removal of disposed moveable assets from the premises.
- f) Time-frame of disposal.

## **11.7 The Moveable Asset Risk Management Plan**

The aim of such plan is to be able to respond quickly and effectively in predictable situations where the delivery of services will be negatively affected. The following areas pertaining to asset management should be covered by the Risk Management Plan of the DRPW.

### **11.7.1 Control Activities**

Segregation of duties: each cycle should be divided into at least five functions:

- a) Authorization, Execution, Custody, Accounting and Reconciliation.
- b) Proper documentation.
- c) Assignment of responsibility for the use of moveable assets should be done in such a way that access to such moveable assets is limited.
- d) Competent officials should be hired and current staff should be adequately trained.
- e) All accounting entries should have adequate documentation.

### **11.7.2 Specific Control Activities**

- a) Reporting, reviewing and approving of reconciliations between BAS and LOGIS.
- b) Checking mathematical accuracy of Moveable Asset Register.
- c) Approving purchases of moveable assets and controlling all moveable assets.
- d) Comparing moveable asset counts with accounting records.
- e) Limiting direct physical access to moveable assets and records.
- f) All movements must be approved and promptly entered into the moveable asset record of LOGIS to prevent subsequent loss of control.

### **11.7.3 Cost Analysis**

The options for leasing and/or purchasing of moveable assets should be considered and the final decisions should be based on a cost analysis calculation.



## **12. OTHER TYPES OF MOVEABLE ASSETS**

### **12.1 Pool Moveable Assets**

- 12.1.1 Pool moveable assets comprise of notebooks, (government garage or entity) vehicles, cell phones, modems, camera's, projectors etc. that belong to DRPW and are loaned to officials for work related purposes depending on the nature of the job.
- 12.1.2 All pool moveable assets should be requested before a pool moveable asset can be issued. Moveable Asset Pool Registers must be kept for all issues (**See Annexure C**). The officials are responsible for loss or damage while in possession of the pool moveable asset if it can be proved that the official acted negligently.
- 12.1.3 Management of pool cell phones and government garage vehicles must be done in accordance with the DRPW Cell phone Policy and the DRPW Transport Policy respectively.

### **12.2 Privately Owned Moveable Assets**

- 12.2.1 All privately owned moveable assets must be reported to the AMU and a Privately Owned Asset Form (**See Annexure D**) must be completed.
- 12.2.2 Any privately owned moveable asset not registered with the AMU within a month after it is bought onto the premises of the DRPW and its District Offices, will be confiscated and allocated an DRPW number and treated as a departmental moveable asset.
- 12.2.3 A separate register should be kept for privately owned moveable assets for audit purposes and also to assist with the physical verification exercise.

### **12.3 Moveable Assets on Loan from another Department / Service Provider**

Moveable assets utilized by the DRPW and are owned by another department or service provider e.g. vehicles issued by the (Government Garage or entity) as "pool cars", should be recorded by the Transport Officer, photocopiers and faxes by Demand Unit and Cellphones and data cards by the Logistics Unit in a "Register of Assets on Loan or Lease" for control purposes.

## **13. MAINTENANCE OF MOVEABLE ASSETS**

### **13.1 Repairs to Moveable Assets**

- 13.1.1 The following procedure should be followed and information provided to the AMO for all moveable assets which are to be taken out of the DRPW for repairs:
  - a) All moveable assets that require repairs must be reported to the AMO before it is sent for repairs.



- b) The moveable asset must be recorded in the Moveable Asset for Repairs Register and the units e.g. Demand, Logistics, Security Services or IT be requested to identify a suitable service provider to repair the moveable asset.
- c) A copy of the original Pass-Out Form (**See Annexure E**) must be signed by above mentioned unit/s and a representative from the service provider before the moveable asset can be removed from the premises.
- d) On receipt of the moveable assets from the service provider, the moveable asset should be received by above mentioned unit/s specialist and signed in by all the signatories to the Original Pass-Out Form.
- e) Written approval must be granted to any person from a private company to remove government equipment from the premises for service, repair or to restore the moveable asset by completing the prescribed Pass-Out Form for repairs or restoration of moveable assets (**See Annexure E**).

## **13.2 Damages to Moveable Assets**

- 13.2.1 On receipt of moveable assets acquired, any evidence of damage should immediately be noted and the particulars thereof, endorsed on the delivery note for further handling.
- 13.2.2 The Asset Controller should report all damages to moveable assets under his/her control to the AMU on identification thereof.
- 13.2.3 Asset Controllers should investigate and acquire written explanations where such damages to moveable assets under his/her control occurred and report such occurrences to the AMU.
- 13.2.4 Details of particulars of damaged moveable assets identified during the physical moveable asset verification, together with a recommendation should be compiled by the AMU in order to refer it to the Departmental Disposal Committee when the official acted negligently.

## **14. REPORTING ON MOVEABLE ASSET MANAGEMENT**

### **14.1 Moveable Asset Threshold for Reporting Purposes**

- 14.1.1 All moveable assets costing less than R5 000.00 are classified as 'minor assets' and must be recorded in the Moveable Asset Register. These assets will be reflected in the Statement of Financial Performance as current expenditure in the year of purchase.
- 14.1.2 Moveable assets costing R5 000.00 or more are classified as 'major assets' and must be recorded in the Moveable Asset Register, and will be depreciated over the useful life of the moveable asset.

- 14.1.3 These moveable assets will be reflected in the Statement of Financial Performance as capital expenditure in the year of purchase.

## **14.2 Moveable Assets and Reconciliation of BAS and LOGIS**

- 14.2.1 Reconciliation should be done on a monthly basis between the moveable asset register and the general ledger accounts to ensure that all moveable assets, moveable asset requisitions and disposals have been accounted for in the general ledger and moveable asset register.
- 14.2.2 The AD: AMU is responsible for updating and managing of the moveable asset register and must prepare the reconciliation.
- 14.2.3 The DD: Asset Management must review the reconciliation and forward it to the CFO.
- 14.2.4 All reconciling items must be followed up and cleared within the next month.

## **15. INSURANCE OF DEPARTMENTAL MOVEABLE ASSETS**

The DRPW is self-insured and bears the costs of any theft or loss of or damage to departmental moveable assets.

## **16. POLICY REVIEW AND AMENDMENT**

- 16.1 This policy is effective from date of signature.
- 16.2 The assessment to determine the effectiveness and appropriateness of this policy will be done two (2) years after its effective date and thereafter bi-annually. The assessment could be performed earlier than two years to accommodate any substantial structural or other organizational changes at the Department or any change required by law.
- 16.3 If and when any provision of this policy is amended, the amended provision will supersede the previous one.
- 16.4 Deviations from this policy must be approved by the Accounting Officer.

## **17. APPROVAL OF THE POLICY AND DATE OF EFFECT**

*This policy is Approved / Not Approved*

*Comments:*

.....

.....



the dr&pw

Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## ANNEXURE A

### INTERNAL ASSET MOVEMENT FORM

Transfer From: .....

Responsible Official: .....

Date Moved: .....

Transfer To: .....

Items being transferred:

.....

.....

.....

.....

.....

.....

Acknowledgement of receipt by Departmental Official:

Name: .....

Signature: .....

Date: .....

Acknowledgement of receipt by Asset Management/Asset Controller:

Name: .....

Signature: .....

Date: .....



the dr&pw

Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## ANNEXURE B

### CATEGORIES OF ASSETS:

#### USEFUL LIFE IN YEARS

	MIN	MAX
<b>TANGIBLE ASSETS:</b>		
<b>MACHINERY AND EQUIPMENT:</b>		
Audio Visual Equipment	5	8
Cellular Phones	0	2
Cellular Routers/Modems	0	2
Kitchen Appliances	5	8
Domestic Equipment	4	6
Gardening Equipment	2	4
Laboratory Equipment	5	7
Laundry Equipment	8	10
Photographic Equipment	5	7
Radio Equipment	5	7
Security Equipment	3	5
Workshop Equipment and Tools	3	5
Computer Equipment (Laptop, CPU, Monitor, Printer)	3	5
Library Books	5	10
Office Equipment	5	7
Office Furniture	5	7
Advertising Boards	3	5
Movable Airconditioners	4	5
Domestic Furniture	8	12
Telecommunication Equipment	3	5



Tent, Flags and Accessories	5	10
Survey Equipment	5	7
<b>TRANSPORT ASSETS:</b>		
Motor Vehicles	4	7
Trucks	5	7
<b>INTANGIBLE ASSETS:</b>		
Software (Office and Programmes)	2	5



Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## ANNEXURE C

## MOVEABLE ASSET POOL REGISTER

[illegible]



## ANNEXURE D

## PRIVATELY OWNED MOVEABLE ASSET REGISTER

**Asset Holder:** .....

### Comment

[illegible]



the dr&pw

Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## ANNEXURE E

### PASS-OUT FORM (REPAIR/RESTORATION OF MOVEABLE ASSETS)

Asset Number: .....

Description: .....

Order Number: .....

Official: .....

Signature: .....

Supplier: .....

Signature: .....

Date Out: .....

#### RETURNED:

Official: .....

Signature: .....

Date In: .....

Comments: .....