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## **ALL ACCOUNTING OFFICERS AND CHIEF FINANCIAL OFFICERS**

### **OFFICE OF THE ACCOUNTANT-GENERAL PRACTICE NOTE 6 OF 2002**

#### **DEVIATION FROM TREASURY REGULATION 15.12.3 FOR THE NON-ELECTRONIC PAYMENT OF AMOUNTS IN EXCESS OF R2000 VIA THE PERSAL SYSTEM**

1. In terms of paragraph 15.12.3 (Part 6) of the *Treasury Regulations for departments, constitutional institutions and trading entities* issued in terms of the *Public Financial Management Act, 1999*, all payments in excess of R2000 (previously R10 000) must be effected electronically unless otherwise approved by the relevant Treasury.
2. After consideration of the inputs received, approval was granted that PERSAL may print cheques in excess of R2000 in the following cases:

##### **2.1      Leave Gratuities and pro rata service bonus to the beneficiaries of deceased employees**

In the case of the death of an employee the leave gratuity and pro rata service bonus are payable to the surviving spouse or any other person duly nominated by the late employee. The system makes provision for the issuing of cheques to such beneficiaries but does not make provision for the depositing of monies into a bank account other than that of the employee. The status quo will be maintained in this regard.

##### **2.2      Payment of monies to non-computerised control branches of ACB banks**

In the case of banks with ACB facilities, PERSAL transfers payments of monies into a bank account at the various branches of Banks via ACB. There are however certain branches of some banks which are not computerised. In such instances the system generates warrant vouchers for the particular control branch of the Bank. The status quo will be maintained in this regard.

### **2.3 Employees who do not have bank account details captured on PERSAL**

Although employees are required to open bank accounts to receive salary payments there will always be some employees who may not have bank accounts. PERSAL in such cases will produce warrant vouchers.

The status quo will be maintained in this regard and PERSAL will put in place procedures with the Paymaster General for national departments to ensure payment of cheques.

3. In the following cases where cheques were issued for amounts in excess of R2000 the system is being amended so that cheques are no longer printed in future:

#### **3.1 Salary payments of persons who have resigned**

Once an employee's resignation has been advised on the system, cheques were in the past printed in all cases. The reason for this procedure was to prevent possible overpayments. Departments must implement proper controls in the event of any resignation to ensure that it is not necessary to print warrant vouchers for this purpose. Many departments have objected to the printing of cheques. PERSAL is being amended to ensure that warrant vouchers will no longer be printed in the case of resignations.

#### **3.2 Supplementary salary processing runs that takes place during March**

In the case of supplementary salary processing runs during the last week of March, warrant vouchers were issued in all instances to ensure that the payments are processed during the current financial year. To ensure the expenditure is still recorded in March certain system and procedure changes were made thus eliminating the need to issue cheques. The normal EFT procedure would apply.

*Signed I A Mamoojee*

**I A MAMOOJEE**  
**ACCOUNTANT-GENERAL**  
**DATE: 31 January 2002**



## SUBMISSION TO THE ACCOUNTANT-GENERAL

SUBJECT : PRACTICE NOTE: DEVIATION FROM TREASURY REGULATION 15.12.3 FOR THE NON-ELECTRONIC PAYMENT OF AMOUNTS IN EXCESS OF R2000 VIA THE PERSAL SYSTEM

FILE NO. SS5/2/40

DUE DATE (IF APPLICABLE)

ROUTE			TO		FROM			
DESIGNATION	NAME	TELEPHONE NUMBER		INITIALS	DATE		INITIALS	DATE
Chief FAB	H A Kotze	6722024						
Director FS PERSAL	C Bester	6722435						
Accountant-general	I A Mamoojee	6722067						

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COMPILER : H A Kotze  
TELEPHONE NO: 6722024  
COMPONENT : PERSAL  
ROOM NO. : 4<sup>th</sup> Level CCS Centre

REMARKS:.....  
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NOTE: AFTER THE MATTER HAS BEEN FINALISED, THE ROUTE FORM MUST BE FILED TOGETHER WITH THE ATTACHED DOCUMENTATION

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