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2010-11-30

A THE STATION COMMANDER
S A POLICE SERVICES
KHAYELITSHA

B. THE PROVINCIAL HEAD
FINANCIAL SERVICES
S A POLICE SERVICE
WESTERN CAPE

INTERVENTION: FINANCIAL SERVICES: KHAYELITSHA: 25 OCTOBER TO 5 NOVEMBER 2010

An intervention was conducted on the abovementioned dates by Lt Col Maxwell(f), Capt(f) Coetzee and CAC Nel respectively.

The purpose of the intervention was to assist the financial office and recommend improvements.

The intervention were as follows:

1. **REVENUE (DEPOSITS)**

- 1.1 Appointment as per SO(f) 1 par 2 not pasted in front cover of Z1512.
- 1.2 Dates on the Polfin receipts not the same as the date on the hand receipts.
- 1.3 Z1512 not linked.

2. **CASHIERS SERVICE**

- 2.1 Cashiers not inspected weekly and reconciliations signed accordingly.
- 2.2 Reconciliations and schedules to be filed seperatly.

2.2 **CASHIER 534**

- 2.2.1 Reconciliations not inspected by officer.
- 2.2.2 The supporting documents not attached to the schedules.
- 2.2.3 It was found that the cash on hand of the cashiers are not checked for correctness by an officer after every recon (daily).

3. **CLAIMS**

- 3.1 Copies not certified.

4. **REGISTERS**

- 4.1 SAP14 register - Monthly summary not in place.
4.2 The SAP70 - Responsibility code and date stamp outstanding.

5. **BUDGET MANAGEMENT**

- 5.1 Addressed at the Cluster support meetings.

6. **RESERVIST CLAIMS**

- 6.1 Not available for perusal.

5. **HOSPITAL GUARDS**

- 5.1 In order.

6. **ALLOWANCES :**

6.1 **SUNDAY TIME:**

- 6.1.1 Controlling system to implemented.
6.1.2 Signed copy of duty roster must be kept in the monthly file.
6.1.3 Copies of SAP15's to be certified.

6.2 **NIGHT SHIFT ALLOWANCE**

- 6.2.1 Controlling system to implemented.
6.2.2 The rear of the SAP15 must be certified.
6.1.3 Signed copy of duty roster must be kept in the monthly file.
6.1.4 Copies of SAP15's to be certified.

6.3 **PUBLIC HOLIDAY**

- 6.3.1 Controlling system to implemented.
6.2.2 The rear of the SAP15 must be attached and certified.
6.2.3 No proof that the public holiday was forwarded to PC.

6.4 **OVERTIME**

- 6.4.1 The entire application as well as the financial authority must be attached to each schedule.
6.4.2 All copies to be certified.

7. **COMMUNICATION**

7.1 **Telkom accounts**

- 7.1.1 SAP170 to be drawn after certification.
7.1.2 Signed Z324 certificates must be attached on Telkom accounts.

8. **TMS**

- 8.1 TMS accounts are drawn on the 27/26th of each month.
- 8.2 All accounts must be kept separately per month per component.
- 8.3 Statistics of the ten (10) highest spenders and longest calls must be presented at management meetings for intervention.
- 8.4 Telephone registers - None compliance w.r.t. HQ 14/7/27/1 dd 2009-01-08 and PC 23/2/3 dd 2005-09-30 must be dealt with i.t.o. remedial steps.
- 8.5 Outstanding accounts are dealt with in terms of Head Office instruction/7/27/1 dated 2009-06-23 (Debt letters).
- 8.6 [REDACTED] barred until the completion of the aforementioned.

9 **CELLULAR TELEPHONE ACCOUNTS**

- 9.1 Accounts must be kept in a monthly file.
- 9.2 Where misuse/~~misabuse~~ is detected it must be dealt with as per NatCom 14/7/27/3(vol 8) dd 2009-06-23. *abuse*
- 9.3 Details of all cell phone accounts must be recorded correctly and accounts verified on Polfin #8.3.16 and/or #8.4.8.

10. **SEMI-OFFICIAL INSTITUTIONS**

- 10.1 Not available for inspection.

11. **INSPECTIONS**

- 11.1 First level of inspections is not being conducted at the accounting station as well as inspections at the stations by the accounting officer.


12. **RECOMMENDATIONS**

- 12.1 Segregation of duties: A meeting was conducted on 28 October 2010 with Lt Col Du Toit and his personnel. The segregation of duties were discussed and the members agreed accordingly.
- 12.2 Personnel: Lt Col Lt Du Toit is experiencing difficulties to execute the following duties:
 - * Inspections at the stations.
 - * Approval of advances when the Lt Col is in a meeting/forum.
 - * Management of personnel and resources.

It is therefore recommended that Capt(f) Treurnicht be placed there on a duty arrangement to assist in this regard.

At Lingeletu West there is no financial clerk to assist the financial duties. It is therefore recommended that SAC Roberts to be placed there on a duty arrangement to assist with the aforementioned.

- 12.3 Revenue deposits: Appointment as per SO(f) 1 par 2 must be pasted in front cover of Z1512. Dates on the Polfin receipts must be the same as the date on the hand receipts. Z1512 must be linked. Hand receipts may only be issued when Polfin is inactive.
- 12.4 Cashier Service/ Cashier: Filling of schedules and supporting documents be done as from 1 April 2010.
- 12.5 Inspection: Inspections must be conducted at Khayelitsha and the stations in the Cluster financial offices. At Khayelitsha the Support Head to assist in this regard and Lt Col Du Toit to attend to the stations.
- 12.6 Allowances: A file was compiled as a guideline and is to be implemented as from 1 April 2010. As discussed and explained during the intervention.
- 12.7 TMS: Commanders and members to be sensitized pertaining the following Instructions, HQ 14/7/27/1 dd 2009-01-08 and PC 23/2/3 dd 2005-09-30. Pin codes of the members who does not hand in accounts are blocked, notices is served but thereafter there is no movement. Money received for private calls is minimal. This matter must received urgent attention.
- 12.8 Cellular Telephones: Accounts since June 2009 - July 2010 was requested and received. Immediate attention was given to this matter.
- 12.9 Reservist claims: Copies must be kept at the financial office.


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 V MAXWELL

COMMENTS

It is noted with this and the previous inspection report that the Reservist claims was not available for inspection. This will not occur again. Follow up inspection will be done to determine an improvement.


COL

SECTION HEAD : FINANCIAL SERVICES
WESTERN CAPE
CAJ OLIVER