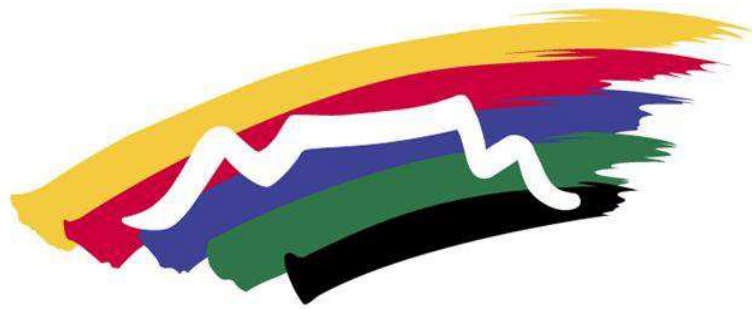


# City of Cape Town



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

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THIS CITY WORKS FOR YOU

## Asset Management Policy

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## 1. **DEFINITIONS**

In this Policy, unless the context indicates otherwise

An **asset** means a resource

- a) controlled by the City of Cape Town (the City)
- b) as a result of a past event
- c) it is probable that future economic benefits or service potential associated with the assets will flow to the City.

**Property, Plant and Equipment (PPE)** refers to tangible, identifiable assets that:

- a) are held for -
  - i. use in the production or supply of goods or services,
  - ii. rental, or
  - iii. administrative purposes, and
  - iv. are expected to be used for more than one year.

**PPE** should be classified according to the following definition groups:

- a) Infrastructure assets which are defined as assets that usually display some or all of the following characteristics:
  - i. they are part of a system or network,
  - ii. they are specialised in nature and do not have alternative uses,
  - iii. they are immovable, and
  - iv. they may be subject to constraints on disposal
  - v. examples are road networks, sewer systems, water, electricity networks etc.
- b) Community assets which are defined as assets that contributes to the community's well-being.
- c) Heritage assets which are defined as culturally significant resources.
- d) Investment properties which are defined as properties that are acquired for economic and capital gains, or held by the City under a finance lease to earn rentals.
- e) Other assets which are defined as assets utilised in the normal operations.
- f) Intangible assets which are defined as being assets without a physical substance.
- g) Biological assets are assets acquired for agricultural purposes.

**'City'** means the City of Cape Town, a municipality established by the City of Cape Town, Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998, or any structure or employee of the City acting in terms of delegated authority

**Contributed assets** means items received by the City in the form of a donation.

**Classification of assets** means the grouping of assets of a similar nature or functionality in an entity's operations.

**Cost** means the amount of cash or cash equivalents paid or the fair value of or other consideration given to acquire an asset, at the time of its acquisition or construction.

**Fair value** means the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

**Impairment** means a determined loss in future economic benefits or service potential of an asset, over and above the systematic recognition of the loss of the asset's future economic benefits or service potential through depreciation.

**Depreciation** means the systematic allocation of the depreciable amount of an asset over its useful life.

**Depreciable amount** means the cost of an asset less its anticipated residual value.

**Residual value** means the estimated amount that the City would obtain from disposal of an asset, after deducting the estimated costs of disposal, if the asset was already of the age and in the condition expected at the end of its useful life.

**Useful life** means the period over which an asset is expected to be in use by an entity.

**Capitalization of assets** means the recording of assets in the Fixed Asset Register with its historical financial cost in accordance with GRAP.

**Fixed Asset Register** means a register for the recording of assets in accordance with GRAP;

**Departmental Inventory Register** means a register for the recording of items that do not meet the GRAP definition of an asset;

**Repairs and Maintenance** means all actions and measures performed on existing tangible assets that are undertaken to prevent deterioration and failure and to restore the physical condition, quality of functionality and operational performance;

**Investment Property** means land or buildings owned by the City and/or leased by way of a finance lease to earn rental income, or for capital appreciation, or both.

**General ledger** means a register that contains all the financial accounts of the City.

## **2. ACRONYMS**

PPE:	Property, plant and equipment
AMC Form:	Asset Movement Capture Form
MFMA:	Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
GRAP:	General Recognized Accounting Practices
SAP:	Systems Application and Products
DIR:	Departmental Inventory Register
SCM:	Supply Chain Management
FAR:	Fixed Asset Register

## **3. REGULATORY FRAMEWORK**

MFMA

GRAP

SCM

## **4. OBJECTIVE**

The objective of this policy is to establish a framework for the accounting treatment and safeguarding of PPE, including the proper recognition, measurement, disposal and retirement thereof.

## **5. SCOPE**

This policy applies to all Property, Plant and Equipment including, but not limited to:

- a) Infrastructure assets
- b) Community assets
- c) Intangible assets
- d) Heritage assets
- e) Investment assets
- f) Biological assets

which is either contributed to the City or purchased and which meets the definition as set out above.

## **6. FUNCTIONAL RESPONSIBILITIES**

The purpose of this section is to prescribe the responsibilities of various functionaries within the City regarding assets:

### **6.1 The City Manager**

The City Manager or his duly delegated representative is responsible to ensure implementation and compliance with the responsibilities prescribed in section 63 of the MFMA.

### **6.2 The Treasury Department**

The Director or his / her delegate is designated as the City's Asset Co-ordinator and is responsible for ensuring that:

- a) a Fixed Asset Register is maintained;
- b) the Fixed Asset Register is reconciled monthly with the general ledger;
- c) all departments are performing an annual asset verification. The results of this verification must be reported to the CFO, City Manager or Council;
- d) the allocation of barcode ranges is co-ordinated;
- e) all asset audit queries are resolved timeously;
- f) the municipality's assets are valued in accordance with standards of GRAP.

### **6.3 The Supply Chain Management Department**

The Supply Chain Management Department shall:

6.3.1 with regard to acquisitions and disposals of assets:

- a) ensure that all assets are acquired in terms of the SCM Policy;
- b) ensure that a completed AMC form is presented with the assets, before accepting an obsolete or damaged asset or asset inventory item;
- c) ensure that a record is kept of all obsolete, damaged and unused assets received from departments;
- d) compile a list of the items to be auctioned in accordance with their guidelines;
- e) ensure that all obsolete or damaged assets are disposed of as per the requirements of the SCM Policy.

6.3.2 with regard to transfers from the Ndabeni Auction Centre:

- a) have the right to transfer obsolete or unused assets to any department requiring such assets;
- b) notify the Treasury Department of such transfers within 10 working days of transfers taking place;
- c) ensure that a record is kept of all transfers from Ndabeni Auction Centre to departments.

#### **6.4 The Human Resources Management Department**

The Human Resources Management Department shall ensure that no monies are paid out to staff on termination of their service prior to receiving the relevant asset resignation form signed off by the relevant directorate – refer to section 14.3 for attached form.

#### **6.5 All Other Departments**

All the Other Departments within the City of Cape Town Municipality shall:

- a) ensure that employees in their departments adhere to the approved Asset Management Policy;
- b) ensure that all assets are procured in terms of the SCM Policy;
- c) ensure that employees with delegated authority have been nominated to implement and maintain physical control over assets in their departments. Although authority has been delegated, responsibility remains with the respective Directors of the departments and overall accountability with the Executive Directors of relevant directorates;
- d) ensure that the notice of termination of service / clearance form for staff, is duly completed and submitted to the Human Resource Management Directorate – refer section 14.3 for the form;
- e) ensure that assets are properly maintained in accordance with their respective asset maintenance policy;
- f) ensure that adequate barcodes are available at all times to exercise management and control;
- g) ensure that, where applicable, all their movable assets as reflected on the Fixed Asset Register are barcoded to exercise control;
- h) ensure that the Treasury Department is notified via the AMC form within 10 working days of any changes in the status of assets under the department's control. The changes referred to here are in accordance with section 9.1;
- i) ensure that transfers between departments within directorates are administered internally;
- j) ensure that a complete asset verification of all inventory and asset items is performed annually;
- k) ensure that all obsolete, damaged and unused assets, supported by relevant asset and condemnation forms, are handed into the SCM department without delay;
- l) be responsible for maintaining and managing their own DIR;
- m) ensure that project structures are categorized and clearly identified according to the main asset classes, when created – refer to paragraph 7 and 14.1 for further details;
- n) ensure that all assets are safeguarded against loss/theft and that they are adequately insured; and
- o) ensure that location changes are made timeously and location/room information are updated regularly.

### **7. RECOGNITION AND CLASSIFICATION OF ASSETS**

#### **7.1 Recognition**

7.1.1 An item shall be recognised as an asset if:

- a) it meets the definitions of an asset and PPE; and
- b) the cost or fair value of the item can be measured reliably.

- 7.1.2 PPE assets are recorded at cost which shall include the purchase price and other acquisition costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating, such as installation costs, freight charges, transportation, taxes, legal costs and duties etc.
- 7.1.3 For a contributed capital asset, cost is deemed to be the fair value at the date the asset is contributed.
- 7.1.4 Subsequent expenditure relating to PPE is capitalised if it is probable that future economic benefits or potential service delivery of the asset is enhanced in excess of the originally assessed standard of performance.
- 7.1.5 Assets held under finance leases are capitalised and will be reflected in the Fixed Asset Register.
- 7.1.6 Major spare parts / standby equipment (strategic stock) qualify as PPE when it is a significant cost in relation to the total cost of the item, and it is expected to use them during more than one year.

## **7.2 Recording of Assets**

- 7.2.1 Acquisitions of items that do not meet the definition of an asset must be recorded in the DIR depending on the nature and aggregate value of the item. The departmental inventory register is the responsibility of individual Departments. (ref paragraph 6.5(l))
- 7.2.2 Acquisitions of items that meet the definition of an asset will be recorded and barcoded within the Fixed Asset Register.
- 7.2.3 Examples of items that do not qualify as assets are:
  - a) Stationery
  - b) Consumables
  - c) Minor spare parts
- 7.2.4 The following information must be captured when recording assets:
  - a) date of acquisition
  - b) location
  - c) barcode allocated
  - d) asset class and type
  - e) asset master record number
  - f) measurement bases used
  - g) depreciation methods used
  - h) useful life / life expectancy
  - i) depreciation charges
  - j) gross carrying value; and
  - k) accumulated depreciation



### **7.3 Investment Property**

- 7.3.1 An item shall be recognised as investment property if it meets the definition. Investment property is recorded at cost.
- 7.3.2 Disclosable value measured at recognition:
- a) initially at acquisition cost plus transaction cost, or nominal value
  - b) where acquired at no cost or nominal value, fair value at acquisition is deemed to be cost for disclosure;
  - c) if held under a lease and classified as Investment Property, is the lower of fair value and the present value of the minimum lease payments
- 7.3.3 Cost value is determined according to the requirements of the GRAP standard on Investment Property.
- 7.3.4 Assets classified as Investment Property shall be re-defined once such assets usage changes.

## **8. SAFEGUARDING**

### **Custody and Security**

- a) All barcoded assets shall be tracked by physical location through the Fixed Asset Register.
- b) A physical asset verification process (stock take) shall be performed every year and be conducted simultaneously throughout the City.
- c) Overall coordination of the annual asset verification process shall rest with the Treasury Department, with each Department responsible for the verification of their own assets.
- d) It is the responsibility of Departments to report stolen or damaged property to the Treasury Department.

## **9. COMMUNICATION OF CHANGES**

All changes must be reported to the Treasury Department within 10 working days to maintain accuracy of the fixed asset register. Accurate information in the system is dependent upon the completion by Departments of appropriate AMC forms for additions and transfers to other departments.

- 9.1 Data updates are required for the following changes:
- a) change in Department ownership
  - b) change from location on record
  - c) change in usage of equipment
  - d) change in operating conditions (impairment)
  - e) change in property title
  - f) change in estimated useful life
  - g) disposal or retirement
  - h) replacement of damaged / lost barcodes
- 9.2 Departments must reconcile and motivate discrepancies between the fixed asset register and the physical inventory count results.

## **10. DISPOSALS AND RETIREMENTS**

### **10.1 Governance**

The disposal / retirement of assets are governed by sections 14 and 90 of the MFMA, where it is stated inter alia that:

- a) The City may only dispose of assets that are not providing minimum levels of basic municipal services.
- b) Assets other than those utilised to provide minimum levels of basic services may be disposed of subject to Council approval or in terms of delegated authority.

### **10.2 Procedures**

- a) Any items declared obsolete or damaged must be accompanied by completed AMC and condemnation forms, which must be counter signed by an asset co-ordinator before being handed to the SCM Directorate for safekeeping.
- b) Departments must ensure that assets are disposed of in terms of the SCM policy.
- c) Departments are responsible for the delivery to the SCM department of all assets to be disposed of.
- d) Prior approval is necessary should the following asset classes be declared obsolete or damaged:

**Vehicles and Plant** – The Corporate Services (Fleet) Department must authorise the write-off based on the input of the relevant Fleet Departments.

**IT Equipment** – The Director: Information Services and Technology must authorise the write-off.

**Radio Equipment** – Only Specialised Electronic and Radio Services (SPEARS) must authorize the write-off.

- e) All assets lost, stolen or damaged must be reported to the Insurance Department (refer to Insurance Policy) and should also be reported to the SAPS and Council's internal security as per the theft / loss procedure.

## **11. PROCEDURE WITH REGARD TO CONTRIBUTED ASSETS**

### **11.1 Governance**

- a) The authority to endorse and approve acceptance of assets contributed to the City vests with Council as such assets have an impact on future operational costs.
- b) A report including the fair value/cost price of the contributed asset as well as the financial implications of acceptance of the contributed asset must be submitted to Council, so that acceptance of the asset can be confirmed.

## **11.2 Procedures**

***Once Council has approved the donation, the departments must:***

Notify the Treasury Department of any assets contributed, by submitting the Council approved report including the cost/fair value of the contributed asset so that the asset can be recorded and capitalized at the appropriate value.

## **12. ANNUAL ASSET VERIFICATION PROCESS**

The annual asset verification process will be co-ordinated / determined by Treasury Department: Corporate Asset Control who must inform Management of the process and timelines for the completion of the annual asset verification process two weeks prior to its commencement.

Assets not verified in the abovementioned process must be investigated and reported accordingly.

## **13. MAINTENANCE**

### **13.1 Maintenance Strategy**

Each department must develop a maintenance strategy that will ensure that the City's assets are maintained at an adequate operational level or standard by ensuring that all statutory, technical and operational objectives are achieved. This strategy must ensure that tangible assets under the custody and control of the relevant directors are properly maintained and repaired so that their possible maximum useful lives are realised.

### **13.2 Departments Responsibilities**

Each Department is responsible for ensuring:

- a) That all tangible assets under their control are maintained in a good working condition. The departments must take adequate care that the working environments for the various assets are appropriate and suitable for such types of tangible assets.
- b) That their assets are not misused or used for personal use or benefit.
- c) That repair and maintenance costs incurred is reviewed and properly controlled.
- d) The development of a maintenance program according to their operating budget resources. The program must provide a schedule of the repairs and maintenance to be done. The program must also consist of planned and unplanned repairs and maintenance to be performed.

## 14. ASSET FORMS

### 14.1 Main Asset Classes

Code	Main Class	Asset Class	Description
11100	Infrastructure	Electricity	Power Station
11200	Infrastructure	Electricity	Cooling Towers
11300	Infrastructure	Electricity	Transformer Kiosk
11400	Infrastructure	Electricity	Meters
11500	Infrastructure	Electricity	Load Control Equip
11600	Infrastructure	Electricity	Switchgear Equip
11700	Infrastructure	Electricity	Reticulation
11800	Infrastructure	Electricity	Mains
11900	Infrastructure	Electricity	Infrastructure
12100	Infrastructure	Roads	Motorways
12200	Infrastructure	Roads	Other Roads
12300	Infrastructure	Roads	Traffic Islands
12400	Infrastructure	Roads	Traffic Lights
12500	Infrastructure	Roads	Street Lighting
12600	Infrastructure	Roads	Overhead Bridges
12700	Infrastructure	Roads	Storm water Drains
12800	Infrastructure	Roads	Bridges, Subways
12900	Infrastructure	Roads	Car Parks
12910	Infrastructure	Roads	Bus Terminals
13100	Infrastructure	Sewer	Sewers
13200	Infrastructure	Sewer	Outfall Sewers
13300	Infrastructure	Sewer	Purification Works
13400	Infrastructure	Sewer	Sewer Pumps
13500	Infrastructure	Sewer	Sludge Machines
14100	Infrastructure	Pedestrians	Footways
14200	Infrastructure	Pedestrians	Kerbings
14300	Infrastructure	Pedestrians	Paving
15100	Infrastructure	Security	Fencing
15200	Infrastructure	Security	Security Systems
15300	Infrastructure	Security	Access Control
16100	Infrastructure	Water	Meters
16200	Infrastructure	Water	Mains
16300	Infrastructure	Water	Rights
16400	Infrastructure	Water	Reticulation
16500	Infrastructure	Water	Reservoirs/Tanks
16600	Infrastructure	Water	Pump Stations
16700	Infrastructure	Water	Networks
16800	Infrastructure	Water	Civil Structure
17100	Infrastructure	Airport	Aprons
17200	Infrastructure	Airport	Runways
17300	Infrastructure	Airport	Taxiways
17400	Infrastructure	Airport	Radio Beacons
21100	Community	Land and Buildings	Ambulance Station
21110	Community	Land and Buildings	Nature Reserves
21120	Community	Land and Buildings	Indoor Sports
21130	Community	Land and Buildings	Libraries
21140	Community	Land and Buildings	Museum/Art Gallery

Code	Main Class	Asset Class	Description
21150	Community	Land and Buildings	Parks
21160	Community	Land and Buildings	Public Conveniences
21170	Community	Land and Buildings	Recreation Centre
21180	Community	Land and Buildings	Stadiums
21190	Community	Land and Buildings	Zoos
21200	Community	Land and Buildings	Aquariums
21300	Community	Land and Buildings	Beach Development
21400	Community	Land and Buildings	Care Centres
21500	Community	Land and Buildings	Cemeteries
21600	Community	Land and Buildings	Civic Theatres
21700	Community	Land and Buildings	Clinic / Hospital
21800	Community	Land and Buildings	Community Centre
21810	Community	Land and Buildings	Halls
21900	Community	Land and Buildings	Fire Stations
22100	Community	Recreational Facilities	Bowling Greens
22200	Community	Recreational Facilities	Tennis Courts
22300	Community	Recreational Facilities	Swimming Pools
22400	Community	Recreational Facilities	Golf Courses
22500	Community	Recreational Facilities	Jukskei Pitches
22600	Community	Recreational Facilities	Outdoor Facilities
22700	Community	Recreational Facilities	Lake and Dams
22800	Community	Recreational Facilities	Fountains
22900	Community	Recreational Facilities	Flood Lighting
31100	Other Assets	Land and Buildings	Abattoirs
31110	Other Assets	Land and Buildings	Laboratories
31120	Other Assets	Land and Buildings	Markets
31130	Other Assets	Land and Buildings	Nurseries
31140	Other Assets	Land and Buildings	Offices
31150	Other Assets	Land and Buildings	Old Age Homes
31160	Other Assets	Land and Buildings	Quarries
31170	Other Assets	Land and Buildings	Tip Sites
31180	Other Assets	Land and Buildings	Training Centres
31190	Other Assets	Land and Buildings	Transport Facility
31200	Other Assets	Land and Buildings	Asphalt Plant
31210	Other Assets	Land and Buildings	Workshop/Depots
31300	Other Assets	Land and Buildings	Cable Stations
31400	Other Assets	Land and Buildings	Caravan Parks
31500	Other Assets	Land and Buildings	Cinemas
31600	Other Assets	Land and Buildings	Compacting Stat
31700	Other Assets	Land and Buildings	Hostels
31800	Other Assets	Land and Buildings	Housing Scheme
31850	Other Assets	Land and Buildings	Fixed Asset Housing
31900	Other Assets	Land and Buildings	Kilns
32100	Other Assets	Office Equipment	Machines
32200	Other Assets	Office Equipment	Computer
32300	Other Assets	Office Equipment	Equipment
32400	Other Assets	Office Equipment	Furniture
33000	Other Assets	Furniture	Furniture
33100	Other Assets	Kitchen Equipment	Kitchen Equipment
33200	Other Assets	Communication Equip	Communication Equip
33400	Other Assets	Gym Equipment	Gym Equipment
33500	Other Assets	Fire Arms	Fire Arms

Code	Main Class	Asset Class	Description
33600	Other Assets	Lab Equipment	Lab Equipment
33800	Other Assets	Meter	Water Coupons
34100	Other Assets	Bins / Containers	Housing
34200	Other Assets	Bins / Containers	Industrial
35000	Other Assets	Emergency Equipment	Emergency Equip
37000	Other Assets	Vehicles	Accessories
37001	Other Assets	Vehicles	Rescue Vehicle
37002	Other Assets	Vehicles	Mini Buses
37003	Other Assets	Vehicles	Buses
37004	Other Assets	Vehicles	Armoured Vehicle
37005	Other Assets	Vehicles	Truck Fire Tender
37006	Other Assets	Vehicles	Truck Ref. Compactor
37100	Other Assets	Vehicles	Sedans
37200	Other Assets	Vehicles	LDV
37300	Other Assets	Vehicles	Trucks
37400	Other Assets	Vehicles	Construction
37500	Other Assets	Vehicles	Agriculture
37600	Other Assets	Vehicles	Boats
37700	Other Assets	Vehicles	Motor Cycles
37800	Other Assets	Vehicles	Trailers
38000	Other Assets	Plant and Equipment	Plant and Equip
39000	Other Assets	Medical Equipment	Medical Equipment
40000	Other Assets	Land and Buildings	Gen Improvement
41000	Other Assets	Land and Buildings	Miscellaneous
41100	Investment Prop		Office Buildings
41200	Investment Prop		Parks
41300	Investment Prop		Undeveloped Land
42000	Other Assets	Land and Buildings	General
42001	Other Assets	Land and Buildings	Public Works
44000	Other Assets	Animals	PPE Dogs
44100	Other Assets	Animals	PPE Horses
51110	Heritage Asset		Vehicles
51120	Heritage Asset		Silverware / Glassware
51130	Heritage Asset		Jewellery
51140	Heritage Asset		Miscellaneous
51150	Heritage Asset		Trees, Gardens
51160	Heritage Asset		Historical Collections
51200	Heritage Asset		Photographs
51300	Heritage Asset		Paintings
51400	Heritage Asset		Sculptures
51500	Heritage Asset		Tapestries
51600	Heritage Asset		Regalia/Robes/Mace
51700	Heritage Asset		Illuminated Addresses
51800	Heritage Asset		Documents, Books
51900	Heritage Asset		Medals/Plaques/Coins
61000	*AUC	Infrastructure	
62000	*AUC	Community	
63000	*AUC	Other	
64000	*AUC	Investment Property	
65000	*AUC	Heritage Assets	
66000	*AUC	Housing Stock	

AUC – assets under construction



## 7.2

## ASSET MOVEMENT CAPTURE FORM

### SECTION A

#### GENERAL INFORMATION : (Always to be completed)

ACP9918

#### 1 Type of movement to be recorded (indicate with X)

New Asset/ Purchase		Asset Obsolete / Damaged / Retirements	
New Asset/ Donation		Asset to be Written-Off due to Loss (Burglary/Theft)	
Transfers		Asset Transfer : Unused Item to Stores	

### SECTION B

#### 2 Basic Asset Data (When a new asset is purchased the Asset Control Section will allocate an asset number on receipt of this form)

SAP Asset Number		Cost Centre Number	
Bar Code Number Room		Asset Type	
Bar Code Number Item		Asset Class	
Description of Asset			Quantity
Serial Number		Registration number	

### SECTION C

#### INFORMATION PER TRANSACTION TYPE (To be completed according to type of transaction)

#### 1 Purchases / Donations (This section of the form to be completed by the Department who acquires the item)

Purchase Order No		WBS	Date of
Used		Element No.	Purchase
Location of Asset		Person responsible	

#### 2 Transfer! (The transferring Department / Cost Centre must ensure that this section of the form is completed)

Old Location of Asset		Old Cost Centre Number of Asset	
Condition of Asset when transferred		Signed off by	Signed Date Telephone
New Location of Asset		New Cost Centre Number of Asset	
New Room Number			
Condition of asset when received		Signed off by	Signed Date Telephone

#### 3 Obsolete / Retirements / Loss or Damage

All items which are declared obsolete or to be written-off must be handed in at Stores Department. Refer section C and D of this form.

#### 4 VAT ADJUSTMENTS (Indicate with an X in the applicable block)

Transfers inter departmental	Vat adjustment made	Yes	No	Date	/ /
Transfers between departments	Vat adjustment made	Yes	No	Date	/ /
Asset Number/Bar Code Number					
Transferring Cost Centre					
Receiving Cost Centre		Signed off by	Signed	Date	

### SECTION D

#### AUTHORISATION OF TRANSACTION (All transaction always to be authorised by Senior Management)

Name	Signature	Title	Date
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#### THE STORES DEPARTMENT (To be completed by the Stores Dept. when item is handed in)

Condition of Asset when handed in		Receipt Confirmed by	Signed	Date
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### SECTION E

Received by Asset Control		Processed by Asset Control	
Date	Signature	Date	Signature

## CITY OF CAPE TOWN

## 14.3 TERMINATION OF SERVICE: CONFIRMATION OF ASSETS

**Important : This form must be completed prior to the termination of service of every employee, to ensure that all assets entrusted to such employee are verified**

## 1. EMPLOYEE DETAILS

EMPLOYEE NO

Surname		Name	
Directorate		Telephone No	
Line Manager		Last Working Day	

## 2. LINE MANAGER / DIRECTOR / EXECUTIVE DIRECTOR

I, \_\_\_\_\_ duly delegated as the responsible person in this Department do herewith confirm that all assets entrusted to the abovementioned employee were checked on by me in the presence of the said employee and the Asset Control Official, with the following outcome:

Discrepancies (attached list)		No Discrepancies	
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Signature	Date
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## 3. EMPLOYEE

I, \_\_\_\_\_ do herewith confirm that all assets entrusted to me within the scope of my employment with the City of Cape Town were checked on in my presence by my line manager / director / executive director and asset control official with the following outcome

Discrepancies (attach list)		No Discrepancies	
-----------------------------	--	------------------	--

Signature	Date
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## 4. ASSET CONTROL

Name	
Signature	Date