

POLICY ON MONTHLY MANAGEMENT REPORTS



TITLE AND COPYRIGHT

Title	Policy on Monthly Management Reports
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1. PURPOSE

- 1.1 It is the policy of the University of Venda to ensure that, with regard to the financial position of the University, monthly reports are regularly submitted to its Executive Management Committee (EMC) before the 21st working day of the following month and that a quarterly report is regularly submitted to the Finance Committee of Council.
- 1.2 The external auditors shall bi-annually check whether the said reports are accurate and complete and annually audit them before the University is due to report to the Department of Education on its financial position.

2. DEFINITION

Monthly report: This refers to the management accounts report incorporating, the income statements complete with variance analysis, the balance sheet, a cash flow statement, capital expenditure progress report and explanatory notes.

3. RULES

The reports should be drawn up according to the following guidelines:

- 3.1 Generally accepted accounting practices (GAAP/IFRS)
- 3.2 The guidelines of the Department of Education on annual reports to be submitted by higher education institutions (Government Gazette 25407 – 29/08/2003).
- 3.3 Requests of the Finance Committee of Council of the University.

3.4 Contents

The reports will contain the following:

- 3.4.1 Balance sheet;
- 3.4.2 Income statement;
- 3.4.3 Cash flow statement; and
- 3.4.4 Explanatory notes.

4. PROCEDURE

- 4.1 After closing all sub-systems and performing the month-end procedure on the general ledger, obtain the following consolidations of budget trial balances from the system and enter them on a spread sheet:
 - 4.1.1 University (Total);



- 4.1.2 University Subsidised Activities;
- 4.1.3 University Housing;
- 4.1.4 Specifically Funded Activities;
- 4.1.5 Unused Funds;
- 4.1.6 Funds Used for Fixed Assets;
- 4.1.7 Debt Redemption Fund;
- 4.1.8 Maintenance Fund;
- 4.1.9 Long-term Loans; and
- 4.1.10 Investments.
- 4.2.11 Control Accounts

4.2 Reconciliation of the following with the University (Total) GL control accounts must be performed:

- 4.2.1 Long-term Loans;
- 4.2.2 Investments;
- 4.2.3 Fixed Assets and Creditors;
- 4.2.4 Funds used for fixed assets with fixed assets and long-term loans;
- 4.2.5 Debt Redemption Fund;
- 4.2.6 State of Changing of Funds;
- 4.2.7 State of Changing of Funds with individual fund consolidation trial balances obtained from the system;
- 4.2.8 Financial Aid;
- 4.2.9 Bank Accounts; and
- 4.2.10 Salaries Account.

4.3 The above reconciliations will be valid for income and expenditure, as well as for all transfers/allocations (In and Out).

4.4 Provisions

Make the following monthly/annual provisions according to the appropriate GAAP standpoints in the financial statements:

- 4.4.1 Depreciation on fixed assets;
- 4.4.2 Provision for bad debts; and
- 4.4.3 Writing off of stock, as approved.

4.4.5 Approved provisions, as determined from time to time according to GAAP standpoints.

4.5 Review

The monthly management reports shall be reviewed by the Head Management Reporting and approved by the Director Finance before presentation to the EMC.



5. FORMS

The format is determined from time to time according to GAAP/GAAP standards, in cooperation with the Department of Education, and according to the specific needs of the Finance Committee of Council.

6 RELATED POLICIES AND DOCUMENTATIONS

7 REGULATORY FRAMEWORK

GAAP
King III report on Corporate Governance
Higher Education Act (Act 107 of 1997)


8 REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

9 RECORD OF CHANGES

REVISION	DATE	AUTHOR(S)	DESCRIPTION

10 APPROVAL



Registrar (Secretary of Council)