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Department of Health  
**NORTHERN CAPE**

## Policy on Revenue management

### *Version control*

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Responsible Manager : Chief Financial Officer

## Definitions and Abbreviations

**“Bank Guaranteed Cheque”** means a cheque that guarantees a payment that will be honoured by the account holder's bank. Check guarantee will guarantee a customer's payment by cheque, up to a specified amount.

**“Budget Controlled Centrally”** means management of budget will be performed by head office (Provincial Revenue Office)

**Department:** means a National or Provincial organization or institution which is assigned function to deliver.

**“Face Value Documents”** apply to the documents used e.g. Deposit books, receipt books etc.

**“Revenue”** money generated and collected by the department of health and paid over to Provincial Revenue Fund.

**“Revenue Budget”** estimation of income for a set period of time which in the province exclude income tax, value added tax, general sales tax, rates on property or customs duties. The department may impose taxes, *levies* and duties, and flat - rate surcharges on the tax bases of any tax, *levy* or duty imposed by national legislation; and to *provide* for matters connected therewith.

**Programme Manager:** an official responsible for the administration of human and physical resources of a programme who shall, at senior management level, control, co-ordinate, evaluate and account to the Accounting Officer for all activities within a particular programme.

**“Revenue Collection”** means money generated and collected from the activities of the department

**“Revenue records”** means all documents that are utilised to generate and support income.

**Responsibility Manager:** an official responsible for the administration of human and physical resources on which they are approving expenditure in order to achieve the



