



the denc

Department:  
Environment & Nature Conservation  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

Private Bag X6102, Kimberley, 8300, Metlife Towers, T-Floor, Tel: 053 807 7300, Fax: 053 807 7328

# DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

**DONATIONS POLICY  
19 NOVEMBER 2012  
CORPORATE SERVICES UNIT**

*"A PROSPEROUS AND EQUITABLE SOCIETY LIVING IN HARMONY WITH OUR NATURAL RESOURCES"*

# Table of Contents

DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION .....	1
<b>1. CONCEPTUAL BACKGROUND .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 LEGISLATIVE REQUIREMENTS.....	3
<b>2. POLICY STATEMENT AND APPLICATION SCOPE.....</b>	<b>4</b>
2.1 POLICY STATEMENT .....	5
2.2 APPLICATION SCOPE.....	7
<b>3. POLICY FRAMEWORK .....</b>	<b>8</b>
3.1 IDENTIFICATION AND CONSULTATION OF STAKEHOLDERS.....	8
3.2 TIMEFRAMES .....	8
3.3 IMPLEMENTATION STRATEGY .....	8
The implementation date for this policy is .....	8
3.4 FINANCIAL IMPLICATIONS.....	8
3.5 COMMUNICATION .....	8
3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E).....	9
3.7 POLICY REVIEW .....	9
3.8 POLICY IMPACT .....	9
3.9 INTERIM MEASURES .....	9
<b>4. ADOPTION OF POLICY .....</b>	<b>10</b>



## 1. CONCEPTUAL BACKGROUND

### 1.1 INTRODUCTION

The Department of Environment and Nature Conservation (DENC) has flourished through the commitment of its supporters. This support has allowed the department to fulfill its mission of delivering services to the communities of the Northern Cape. In either case the department must respond knowledgeable to donors who offer their money/ duties/ capabilities/ gifts to the department.

“Nation building means working for the development of our communities, it means promoting goodwill among all the people of our country.”<sup>1</sup> Therefore, the department regard its interactions with public agencies, non-profit organizations and individuals as a way of advancing its ability to contribute to the economic wellbeing of our community and thus as an important means of meeting the needs of the society and fostering the welfare of the citizens of the Northern Cape Province.

In such interactions, donations in kind or cash are being exchanged. This policy attempts to provide appropriate guidelines for the administration of donation being in kind or cash. This policy helps the department to remember what they have achieved and stimulates the communities' interests in the department. This policy also attempts to transcend the cycle of financial mismanagement by providing a framework of guidelines to follow when a donation is received or made.

This policy during its implementation will attempt to minimize any or all of the negative experiences caused by accepting donations, in order to retain support for the gift process within the department. Therefore, the department will avoid accepting unwanted donations and will create favourable public relations by carefully screening/ selecting donations and by promulgating this policy.

The Chief Financial Officer (CFO) and the finance department will ensure that donations meet departmental collection profiles, that donations are processed correctly, that donors are treated graciously, whether they donate labour/ expertise or money.

Consequentially, the department envisages controlling donations by using this policy which the financial unit will utilise to inform donors and beneficiaries about donation acquisition and procedures for accepting them. The policy also encourages donors to give useful material, and it prevents misunderstandings when donations that do not meet collection development profiles are offered but rejected.

### 1.2 DEFINITIONS

**Beneficiaries:** For the purpose of this policy, the beneficiaries will include all organizations and individuals whose activities are in line with the objectives of the department. This includes both the line as well as the management functions.

---

<sup>1</sup> [www.oldmutual.co.za](http://www.oldmutual.co.za) accessed on 16 April 2008.

**Donations in kind:** For purposes of this policy these may include but is not limited to gifts which are not monetary in nature, e.g. services

**Gift Management:** The collection development and acquisitions function performed by an institution

**Socially Orientated Capitalism:** In order to be real and sustainable, we need to address some of the issues that are prevalent in our immediate society. This promotes entrepreneurship which is promoted by one's social background and environment.

## 1.2 LEGISLATIVE REQUIREMENTS

- Treasury regulations
- PFMA (No. 1 of 1999)



## 2. POLICY STATEMENT AND APPLICATION SCOPE

### 2.1 POLICY STATEMENT

The department is not opposed to development, especially when it is done in a manner which is sustainable and sensitive to the social, economic and environmental aspects of our province. Hence, the department is willing where possible and reasonable to donate its capital and human resources to projects which are environmentally beneficial and sound to the province. It will also receive or accept gifts that will enhance the promotion of the department throughout the province.

This policy will help promote donor interests in the department and stimulate their interest in investing in departmental programmes. This policy aims to promote commitment, values and environmental awareness among the communities and supporters of the department in the Northern Cape by donating funds towards environmentally sound projects.

#### 2.1.1 Purpose of this policy

- To provide guidelines on the administration of donations.
- To define the roles and responsibilities of the parties involved in the donation.
- To give a definition of a beneficiary and to determine possible beneficiaries.
- To promote socially orientated capitalism

#### 2.1.2 Legal provision

In terms of **Treasury Regulations**, the Accounting Officer is allowed to make financial donations not exceeding **R100 000, 00** to any organization or individual.

In terms of the public service commission's code of conduct gifts above R350 should be reported and registered in a gift register by Supply Chain Management.

#### 2.1.3 Procedures

The Financial Management Unit will be responsible for the management of all donations. The financial unit needs to take the lead in the corporate strategy of the department and ensure that adequate financial transactions are implemented and, through a process of auditing, that these functional plans are included in the individual performance measurement tools. In turn these tools can be used to measure whether it is reasonable and beneficial to donate funds to certain projects which are socially orientated.

#### 2.1.4 Awarding of donations by the department

Legislation promulgates that the Accounting Officer is in charge of awarding donations.

Hence the following procedures are essential in the awarding of donations:

- (a) A letter of application for a donation should be submitted to the Head of Department via the relevant unit by the company requesting a donation
- (b) The relevant unit should consult with the Financial Management unit to ensure that we remain within legal parameters
- (c) The programme Director shall write a submission motivating for the granting or rejecting of a donation and also indicate whether funds are available within the particular cost centre or unit.
- (d) It must also be specified that service delivery will not be hampered if such donations are given.
- (e) Where funds are not available in the unit and there is enough reason to support such a request, the Accounting Officer should be approached for a donation. Thus, the Accounting officer has the final authority in the granting of donations which are to the benefit of the department/ province and not an individual.

### **2.1.5 Acceptance of financial donation from outside of the department**

As a prerequisite to sound financial principles the following steps are paramount in the acceptance of external donations:

- (a) Consultation with the Financial Management unit is critical so as to ensure that we remain within legal provision.
- (b) All donations should be deposited into the account of the department.
- (c) The Head of the Department as well as the communication unit shall be informed of such donations.
- (d) A letter of application and acknowledgement should be written to the potential donating company.
- (e) This letter should be kept as a record for future reference and auditing purposes

### **2.1.6 Anonymous donations**

Donations delivered anonymously or received at a service point/ finance unit without prior notification will not undergo the initial selection process. Hence, there is a need for the finance unit to be vigilant and courteous when screening such donations. Therefore, donations arriving without prior selection should be evaluated quickly so that they may obviously not be added, and should be routed to other relevant departments/ units or be discarded. As a result, the CFO monitors all disposals procedures to ensure that nothing arouses patron discontent.

-

### **2.1.7 Avoidance of conditions**

The Department will not accept donations which have conditions attached to them, unless the donation is especially rare or valuable (can accrue future benefit to the department either financially or historically), and requires special handling

### **2.1.8 Excess donations**

The department as beneficiary of gifts has the right to send excess gifts/ donations to other relevant departments; this is a good usage of excess donations. Hence, gifts may be given outright to other departments via confirmation by the Head of Department (HOD).

## **2.2 APPLICATION SCOPE**

This policy will apply to all officials of the Department of Environment and Nature Conservation.

### 3. POLICY FRAMEWORK

#### 3.1 IDENTIFICATION AND CONSULTATION OF STAKEHOLDERS

This policy went through extensive consultations with senior management and all officials of the department. The consultations were conducted through presentations, meetings and through e-mails.

#### 3.2 TIMEFRAMES

This policy was reviewed and commented on by the policy unit on the 16<sup>th</sup> April 2008. The policy was later revised and consulted at Xivijo on January 12, 2012.

#### 3.3 IMPLEMENTATION STRATEGY

It is the responsibility of each Head of Directorate /Head of Units to ensure that this policy is carefully followed within the department. All managers should make themselves aware of the obligation to familiarize them with and follow this policy. This policy will be implemented through the office of the Chief Financial Officer.

An implementation plan will be drafted which will outline how and when this policy will be implemented. The plan will be drafted two months after the implementation date of this policy. In order to ensure adequate implementation of this policy the financial management unit will compile an infrastructure investment plan (in terms of the each directorate's budget allocations). The plan will be updated on a project basis (during donation requests) and will contain details on future guidelines for this policy. The financial implications will be indicated on the plan in order to ensure that funds are available or availed by the relevant unit/ Accounting Authority.

The implementation date for this policy is 20121119

#### 3.4 FINANCIAL IMPLICATIONS

This policy will be funded by the relevant Units or/ as well as the Accounting Officer if the relevant unit does not have the funds for a reasonable donation request.

#### 3.5 COMMUNICATION

- All consultations should be done through the Financial unit (The financial unit's role is ensuring that the corporate strategy of DENC is implemented down to every employee);
- Confirmations should be directed via the Head of Department and the Communications unit.
- Public agencies, e.g. NCTA
- Non Profit Organizations



### 3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E)

This policy will be facilitated through the Financial Management unit to ensure that the department complies with legislation. All financial transactions should be conducted through the departmental account.

Compliance with regard to the law should be recorded by means of writing a letter of application and acknowledgement to the recipient/ donating company.

### 3.7 POLICY REVIEW

This policy will be reviewed when the need arises or in case of the occurrence of extenuating circumstances (political mitigation, or pronouncement by legislation and/ or regulations). The contact person for this policy will be required to submit all relevant information pertaining to this policy in conjunction with a signed memo with all amendments (addition or omission) during the third quarter annually.

**The exception**, the Policy development unit will be conducting all extenuating reviews throughout the year, therefore it is paramount that any new information received be submitted to this unit, in order to coordinate the review process of this policy.

### 3.8 POLICY IMPACT

This policy desires to regulate all financial donations/ transactions conducted either by/ with the department by other organizations or community projects.

### 3.9 INTERIM MEASURES

This is an interim document for this Department until such time that a provincial policy has been developed.

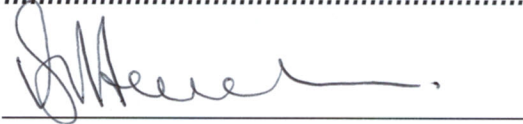


4. ADOPTION OF POLICY

Approved / ~~Not Approved~~

**Comments:**

.....  
.....  
.....



**HEAD OF DEPARTMENT**

2012/1/19

**DATE**