

**TO: THE VICE-CHANCELLOR, DEPUTY VICE-CHANCELLORS, EXECUTIVE DIRECTORS,
REGISTRAR, EXECUTIVE DEANS, CHIEF DIRECTORS, DIRECTORS, CAMPUS DIRECTORS
AND HEADS OF ALL DIVISIONS AND DEPARTMENTS**

MOVEMENT OF ASSETS BETWEEN/WITHIN TUT CAMPUSES

The external auditors perform a physical verification of assets exercise annually during the audit. This exercise entailed tracing assets from the Fixed Assets Register to the specific location stated in the register and vice versa. The key finding of this exercise was that assets were not located in the specified location as stated in the Fixed Assets Register.

The main reason for this finding is because TUT personnel do not comply with FINPOL 037 (Policy on the Management of Physical/Movable Assets). Paragraph 4.8 of the policy lists the procedures for the movement of assets as follows:

“4.8 Procedure for the transfer/moving of assets between/within campuses

- 4.8.1 The staff member concerned completes an official asset movement form (AA9) when transferring/moving assets.*
- 4.8.2 The completed asset movement form (AA9) is forwarded to the Asset Control Division.*
- 4.8.3 Such form includes information, such as the asset number, description and serial number, where applicable, as well as its original location and new destination, the person's name and his or her staff number.*
- 4.8.4 Facility Management Services moves all assets (see “Policy on Moving of Assets”).*
- 4.8.5 This procedure should be followed to prevent the original owner from being held responsible for items that are no longer in his or her possession.*
- 4.8.6 The Asset Control Division updates the Asset Register with the information from the asset movement form (AA9).*
- 4.8.7 During mass migration between campuses and buildings, the following applies:*
 - 4.8.7.1 Irrespective of mass migration, office assets remain at their original location in order to limit transport costs, damage, loss, and administration efforts.*
 - 4.8.7.2 Clause 4.8.7.1 is only valid when the Executive Deans and Executive Directors agree to it.*
 - 4.8.7.3 Once the matter is settled, the steps in clauses 4.8.1 – 4.8.6 are followed.”*

It has been identified by the auditors that personnel do not complete the AA9 form (Asset movement form) and follow the procedures as stated above.

It must be noted that **UNDER NO CIRCUMSTANCES** should assets be moved before an AA9 form (Asset movement form) has been completed by the custodian of the asset and authorised by the Asset Control Department. The Facility Management services department will also assist in ensuring that no assets will be moved without a completed AA9 form.

Should staff not comply with the above procedures, the matter will be reported to the relevant DVC for appropriate action to curb this business risk and ensure financial compliance.

Thanking you in advance.

GERHARDT MATTHEE
Chief Financial Officer

Date: 12 February 2013