

LESEDILOCAL MUNICIPALITY

STANDARD OPERATING PROCEDURES
FOR THE GRANT POLICY
(xxxxx)

NR	PROCEDURE	FREQUENCY	RESPONSIBLE PERSON
1	Receiving of the Grant		
1.1	Provide Senior Clerk: Bank Recon with grant vote number and well as the expected time of transfer	According to Gazetted timetable	Senior Clerk: Accounting
1.2	The amount is allocated to the correct vote number	According to Gazetted timetable	Senior Clerk: Bank Recon
2	Spending of the Grant		
2.1	The department that has been allocated the grant, spends the funds allocated accordingly	Monthly	Responsible person in Department
3	Recognition of Revenue		
3.1	The income equal to the expenditure for the month is recognised as the conditions of the grant are met	Monthly	Senior Clerk: Accounting
3.2	The journal for the income recognised is processed against the relevant vote numbers	Monthly	Senior Clerk: Accounting
3.3	Checking of the balancing as per the accounting system	Monthly	Accountant
4	Recording of transactions on Grant Register		
4.1	Record the expenditure and grants received for the month in the Grant Register	Monthly	Senior Clerk: Accounting
5	Balancing of the Grant Register to the Trail Balance		
5.1	Ensuring that the year to date figures in the conditions met vote number balance to the year to date figure in the income vote number as well at the expenditure vote number	Monthly	Senior Clerk: Accounting
5.2	Checking the Grant Register against the Trail Balance	Monthly	Accountant

APPROVAL OF SOP

SIGNATURE : LINE MANAGER

DATE

SIGNATURE : HEAD OF DEPARTMENT

DATE