Our money column, 'Rands & Sense', is back! As from this issue, it will be a regular, written for you by an expert on managing personal finance, offering you information and inspiration for better financial health.

RANDS & SENSE

The colour of money

We don't all like the same food, don't all enjoy the same movies, don't all choose the same type of holidays and we definitely don't all support the same sporting teams! We also don't all have the same attitude towards money.

In this month's *Rands & Sense* I have selected a fun exercise to describe different money behaviours. This will make you think about your money habits. If you can understand your own behaviour on money issues you can start to manage it. I have divided money behaviour into four colours. There are typically four different money mindsets.

Each money mindset can benefit from improved money management skills. However, you first need to identify which of the four money mindsets applies to you. This month's *Rands & Sense* will explain the four different money personalities which have been divided into four colours: red, green, blue and yellow. See if you can identify which of these colours best describes your money personality when it comes to money matters and then take action to improve your personal financial lifestyle.

Are you really red?

We all know someone who always seems to have the brakes on when it comes to money which is why I have chosen red to describe this person.

As a red type, you sacrifice the good things in life in order to save money. In fact when was the last time you had a proper holiday even though you can afford it? You always buy on sales and never spoil yourself. You know exactly how much money you have in your wallet or purse and you always pay cash. You are not going to be tempted by a credit card or personal loan offer and already have quite a bit stashed away in a savings account.

Unfortunately, that is where all your money is invested. Your handbrake is permanently on and you haven't got any further than investing money in the ultra safe savings accounts. You seem to be working very hard to make money but if you only put your money into savings accounts with low interest, then your hard-earned money is not going to work very hard for you!

Everybody else is on lap five of the wealth creation race and you haven't even got out of the starting grid!

You need help to be more confident with your money and realise that if you can afford to, it's OK to spend money!

Are you mellow yellow?

I have chosen yellow as the opposite of the red person. For the yellow person, the sun is always shining! If it isn't actually shining then the silver lining around the cloud is good enough!

Môre is nog 'n dag for the yellow person. You often buy things you can't afford and no matter how much money you earn, it will never be enough. Money talks to you; unfortunately it only says "Goodbye"!

You are scared to keep records because then you would know just how much debt you have. In fact you probably don't even want to admit that you are the yellow money type and are tempted to put down this copy of *Contact* right now. You have so much debt that you are using one credit card to pay off another and may even have to take out personal loans to meet your financial commitments. Your are on the verge of a serious financial crisis.

You need help to live within your means, keep records and create wealth.

Are you feeling blue?

I have chosen blue to describe the conservative money mindset. As a blue person, you don't make the most of the money you have.

You will miss out on opportunities because you lack the confidence to make that big decision. You missed out on the property boom over the last few years because you just weren't prepared to take that risk even though you could afford it.

You are very careful with your money. You have a credit card and may have some store cards. You always pay on time and have an excellent credit record.

The big difference between blue and red is that while red can best be described as 'stingy' or a 'scrooge', blue doesn't mind spending money. In fact, blue people often spend money on items they don't really need because they lack the confidence to go out and make the big purchases that will make a real difference in their lives.

You need help to gain confidence so that you can make the most of your wealth.

Are you going for green?

Green is for Go. Go! Go! Go! Our green person is the opposite of blue. Green has plenty of money and can afford to throw it around but is reckless and doesn't have a back-up plan.

Green is a risk taker and has made good money on the stock exchange and some shrewd business investments. Greens are confident that if they lose money on one investment, then they will just take a risk and make it up on another investment.

Green can't be bothered looking for bargains and buy what they need when they need it. Green's confidence can be termed as reckless and may lead to bad investment decisions resulting in a serious dent to their wealth.

Green is not afraid to borrow and flashes the platinum credit card at every opportunity. Green does, however, pay the full balance on the card each month and banks are more than happy to provide green with huge credit limits.

Remember yellow's record keeping abilities? Well, green is also hopeless when it comes to record keeping. However, the reason green people don't keep records is that they are confident that any problem can be fixed. People with a green mindset often do not have money set aside for emergencies. They tend to ignore the basics of money management and may find themselves in trouble when they over-extend themselves.

Green needs help in record keeping and assistance to ensure that money is not being wasted and a proper money plan is in place.

Red, Yellow, Blue or Green?

Whatever your money colour, you can benefit from improved money management skills. There are many sources for professional advice but do your homework and make sure you receive advice from a qualified, experienced professional with a sound track record.

In our next issue, we will deal with how interest rates work, and how they affect you.

- *If there are any topics you would like covered in future 'Rands & Sense' articles, please send your suggestions to the Editor at Staff.Newsletter@capetown.gov.za or fax them to 021 418 7446.*

- *Rands & Sense is written by Paul Barnard of North Star Solutions, specialists in financial education. North Star Solutions runs one-day workshops in financial education for groups of 10-15 people. Workshop participants benefit from attending these workshops by becoming measurably more confident in money management skills, thereby improving their personal financial lifestyle.*

Our Time and Attendance policy

Clocking-in and clocking-out take on a new meaning when the details impact beyond basic timekeeping. Here's why the City's policy must be adhered to, to protect employer and employees alike…

When an employee accepts a job, he or she also accept its conditions, not least of which are good time-keeping and attendance, for very obvious reasons. In addition, keeping an accurate attendance register is a legal requirement of the Basic Conditions of Employment Act, to protect both employer and employee.

In 2003, the City's Executive Management Team (EMT) approved a 'Time and Attendance' policy to address what was becoming a troublesome issue of inaccurate records. In terms of this policy it became compulsory for all employees to keep an attendance record with effect from 1 April 2004. Attendance records could be kept as a hard copy or in electronic format.

To support this, Council subsequently approved a project to replace all existing hard copy attendance registers with electronic clocking systems. These clocking devices interface with the SAP (ERP) electronic system so that all attendance data can be stored on the SAP database.

To date, not all of these clocking devices have been installed. However, as of May this year, where they have been installed, they will replace any hard copy format and it will be compulsory for employees to clock in on these devices.

Here's the basic information needed by managers – and employees – to ensure that these requirements are adhered to.

The requirements

As regards these attendance records, the following applies:

- Attendance records are to be kept for each employee.
- Directors are responsible for ensuring that all employees comply with the policy.
- Attendance records (hard copy) are to be kept at the workplace for at least three years, and
- Internal Audit will, on a regular basis, inspect attendance records.

How to record attendance

An attendance record for each employee must be kept in one of the following formats:

- **Attendance Register:** The City's Attendance Register (a copy is available on CITYweb on the HR Policies page) must be completed by each employee on a daily basis. The instructions on the completion of this form have to be followed. These attendance registers are also available as a stores item.

or

- **Job Costing / Work Order Control Sheet:** This form of record-keeping (available in a hard copy and Excel spreadsheet format on CITYweb on the HR Policies page) was also approved by EMT.

or

- **Electronic time management system:** Where electronic time management systems are used at a workplace, hard copy attendance registers need not be completed, so it is compulsory for all employees to use these devices once they have been installed.
  Full training on the use of these devices will be supplied to all employees. Training will also be provided to Time Administrators on the administration of time data on the SAP system.
  The implementation of the electronic clocking system forms part of the Electronic Human Resources SAP solution (e-HR). Regular communication will be provided on this.

Why it's important

Because the recording of employee attendance is a legal requirement, the City's Time and Attendance Policy is critical. Non-adherence exposes the City, as a public institution, to severe risk, both for employees and for management. Directors, managers and supervisors are therefore charged with the responsibility to ensure strict compliance.

- *For more information, see CITYweb.*