

# TOURISM DEVELOPMENT FUND ORDER

(section 38)  
(2nd February, 2018)

## ARRANGEMENT OF PARAGRAPHS

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S. I. 12, 2018.

#### 1. Citation

This Order may be cited as the Tourism Development Fund Order.

#### 2. Interpretation

In this Order, unless the context otherwise requires-

"**Accounting Officer**" means the Permanent Secretary in the Ministry responsible for tourism;  
"**agency**" means any agency of Government that is appointed by the Minister responsible for tourism;

"**Botswana Investment and Trade Centre**" means a centre established under Botswana Investment and Trade Centre Act (Cap. 42:12);

"**Botswana Tourism Organisation**" means an organisation established under the Botswana Tourism Organisation Act (Cap. 42:10);

"**Committee**" means the Committee appointed by the Accounting Officer under paragraph 6; and

"**Fund**" means the Tourism Development Fund established under paragraph 3.

#### 3. Establishment of Fund

There is hereby established a special fund to be known as the Tourism Development Fund.

#### 4. Purpose of Fund

The purpose of the Fund is to-

(a) promote tourism development through effective pursuit of opportunities in the tourism sector which are of-

(i) national importance but not as yet attractive to private sector development, or

(ii) strategic importance in order to diversify the tourism sector.

(b) support activities and services offered to tourists;

(c) support international campaigns that will substantially increase awareness of the tourism proposition of Botswana;

(d) develop complimentary events intended to increase community beneficiation and to encourage local and regional participation in Botswana tourism;

(e) research into new technologies and methods geared towards sustainable tourism;

and

(f) preserve and restore Botswana's culture and heritage and encourage activities to take place around Botswana's culture and heritage product.

#### 5. Administration of Fund

(1) The Accounting Officer shall be responsible for the administration of the Fund in accordance with this Order.

(2) The Accounting Officer may exercise all powers and duties as may be required to be exercised or performed for the proper discharge of his or her functions under this Order.

(3) The Accounting Officer may, in writing, authorise any public officer or agency to exercise or perform all or any of the powers or duties required of the Accounting Officer.

## **6. Appointment of Committee**

(1) The Accounting Officer shall appoint a Committee to-

- (a) oversee the day-to-day administration and management of the Fund;
- (b) keep and maintain proper books of accounts and records of accounts of the Fund;
- (c) maintain an account into which all receipts into the Fund and all disbursements from the Fund shall be recorded and the monthly reconciliation of Fund accounts shall be made;
- (d) cause a copy of each audited account together with the Auditor's report to be submitted by the Chairperson of the Committee to the Accounting Officer, as soon as the accounts have been audited and in any case not later than three months after the audit; and
- (e) cause a report on the conduct of the business of the Committee to be submitted by the Chairperson to the Accounting Officer within six months after the end of each financial year.

(2) The Committee shall comprise of the following-

- (a) two members from the Ministry responsible for tourism, including the Deputy Permanent Secretary who shall be the Chairperson of the Committee;
- (b) three members from Botswana Tourism Organisation;
- (c) one additional member with special knowledge in matters relating to tourism; and
- (d) one member from Botswana Investment and Trade Centre.

(3) The members of the Committee referred to in subparagraph (2) shall be appointed for a period of three years.

(4) Meeting of the Committee shall be called by the Chairperson and the Chairperson shall preside at the meeting.

(5) The *quorum* at any meeting of the Committee shall be a simple majority of the members.

(6) Subject to the provisions of this Order, the Committee shall determine its own procedures which are aligned to the financial policies and procedures.

## **7. Receipts into Fund**

There shall be paid into the Fund-

- (a) royalties from lease concessions; and
- (b) grants, donations and contributions from other sources as the Minister responsible for finance may approve.

## **8. Disbursement from Fund**

(1) The Accounting Officer shall, on a quarterly basis or at such times as may be agreed between the Accounting Officer and the Minister responsible for finance, remit 25 percent of the funds to the Consolidated Fund.

(2) The Accounting Officer shall cause to be paid, from the Fund, in any given financial year-

- (a) any costs incurred for carrying out the purposes set out in paragraph 4;
- (b) five percent of the receipts into the Fund to Botswana Tourism Organisation as administration fees; and
- (c) such other sums as the Minister responsible for finance may, in writing, approve:

Provided that such disbursements qualify as reasonable expenses incurred in the performance of duties consistent with the objects of the Fund.

## **9. Surplus in Fund**

If the Fund is in surplus at the end of a financial year, such surplus shall be carried forward into the following financial year.

## **10. Investment of Fund money**

(1) Any money accruing to the Fund which is not required for immediate use shall, as the Accountant-General may direct, be invested by the Accounting Officer on such terms as shall contribute to the achievement of the objectives of the Fund.

(2) Interest earned from an investment made in accordance with subparagraph (1), shall accrue to the Fund.

#### **11. Accounts of Fund**

(1) The Accounting officer shall-

(a) keep and maintain proper books of account and records of all financial transactions, assets and liabilities of the Fund in respect of each year;

(b) prepare, sign and transmit to the Auditor General and the Accountant-General an account of such Fund in respect of the financial year containing such information in the manner that the Minister may direct within a period of two months after the close of each financial year; and

(c) not later than two months after the end of each financial year, cause the accounts with respect to that year to be audited by the Auditor General or an independent auditor appointed by the Auditor General.

(2) The balance sheet and statement of income and expenditure shall be included in the annual statement of accounts submitted by the Accountant-General to the Auditor General in accordance with section 42 of the Act.