

MATATIELE LOCAL MUNICIPALITY

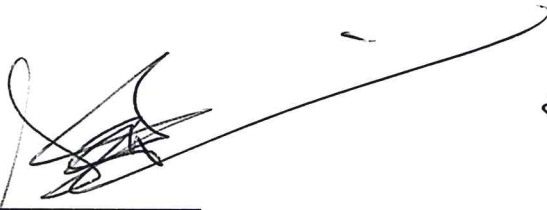


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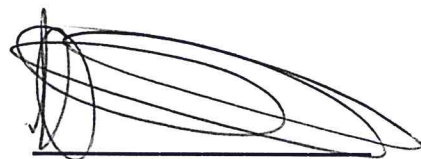
ENTERTAINMENT AND REFRESHMENTS POLICY

NO 31 OF 2016/2017

CR 945/30/05/16



DR. DCT NAKIN
MUNICIPAL MANAGER



CLLR. MM MBEDLA
MAYOR

Authority	Date
HOD Approval	16 MAY 2016
MM Approval	23 MAY 2016
Council Approval	30 MAY 2016
Date of next Review	MARCH 2017

Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council.

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1. OBJECTIVE

The objective of the policy is to align with MFMA circular No 82 Cost Containment Measures and provide guidance on the expenditure allowed on the provision of Refreshments and Entertainment to staff, visitors and the public.

2. GUIDELINES

2.1 Expenditure can be incurred, within the budgeted constraints, on the following:

2.1.1 The provision of tea/coffee to staff, once in the morning, and once in the afternoon;

2.1.2 The Municipal Manager and other Strategic managers are authorised to offer refreshments (including tea/coffee) to visitors e.g. dignitaries; people from local government

2.1.3 The Municipal Manager and Chief Financial Officer may incur expenditure on entertainment, specifically meals, to visitors of the municipality. Other strategic managers require prior approval from the Municipal Manager in this regard;

2.1.4 Catering for Council, Executive Committee and Standing Committee meetings, where the duration incorporates a normal meal time. Alternatively refreshments to be provided;

2.1.5 Catering or refreshments for Outreach meetings to the community regarding the Integrated Development Plan and Budget; and

2.1.6 The Municipal Manager can authorise for other special events, upon receiving an application at least one week in advance.

2.1.7 The Municipal manager may incur catering expenses for the following, provided such lasts for five (5) continuous hours

a. The hosting of conferences, workshops, courses, forums, recruitment interviews, training courses, hearings

b.Meetings to commissions or committees of enquiry

c.Meetings hosted by board of directors of municipal entities, including governance committee meetings.

- 2.2 There will be no provision for religious or cultural events, and birthdays of staff or councillors.
- 2.3 Ensure that entertainment allowances of qualifying officials do not exceed two thousand rand (R2 000) per person per financial year. The National treasury may periodically review this amount.
- 2.4 Do not incur expenses on alcohol beverages.
- 2.5 Ensure that team building and social functions, including year-end functions are not financed from municipal budgets or by suppliers or sponsors.