

BAVIAANS MUNICIPALITY

POLICY ON THE MAYOR'S DISCRETIONARY FUND.

1. PREAMBLE

- The Council of the municipality is aware that the Mayor is from time to time requested to make financial contributions towards various deserving causes;
- The requests are mainly of a compassionate or goodwill nature, not for large amounts and do not resort under the "Donations, Grants and Sponsorships Policy";
- In order to enable the Mayor to deal with such requests, the Council must make available an annual budget vote subject to availability of funds, to be entitled the "Mayors Discretionary Fund" herein after referred to as "the Fund".

2. CONDITIONS RELATING TO THE ADMINISTRATION OF THE FUND.

- 2.1 The decision whether to grant or not to grant a request for assistance in terms of this policy vests in the Mayor;
- 2.2 The Mayor shall be held responsible for the prudent management and disbursement of the funds available in the Fund;
- 2.3 All applications for assistance must be in writing and be lodged with the Mayor;
- 2.4 All applications must be approved under the signature of the Mayor and counter-signed by the Municipal Manager in his capacity as Accounting Officer of the Municipality;
- 2.5 The fund may not be overspent at any stage during the financial year and the Municipal Manager must report monthly to the mayor on the amounts spent from the fund and the remaining balance;
- 2.6 In order to foster transparency the municipal Manager must report full details to the Council on a quarterly basis on all applications approved by the Mayor in terms of this policy;
- 2.7 All requests approved by the Mayor in terms of this policy must be paid from the Primary bank account of the municipality;
- 2.8 The Council must deal with and resolve any dispute arising from any allocation made by the Mayor from the Fund in terms of this policy;
- 2.9 The Municipal Manager and the Mayor must take all steps necessary to ensure that any donation made by the Mayor eventually benefit the targeted beneficiary.

3. LIMITATIONS IN RESPECT OF ALLOCATIONS / DONATIONS.

- 3.1 No allocations from the Fund may be approved by the Mayor in respect of the following:

- ❑ For the advancement / benefit of any one particular business;
- ❑ For the advancement / benefit of any political structure or grouping or Councillor or municipal official or their relatives;
- ❑ For the advancement / benefit of any religious structure or grouping;
- ❑ To any school or other government institution aimed at improving / benefiting such institution only.

- 3.2 No single allocation from the Fund may exceed R2000 in value and no body / institution, cause or like may receive more than one allocation during any financial year;
- 3.3 No allocation may be made from the Fund to an organisation which may qualify for a grant or financial aid in terms of the municipality's "Donations, Grants and Sponsorships Policy";
- 3.4 No allocation may be made from the Fund to any person, body or institution qualifying for aid from the Central or Provincial governments for the same purpose or a similar purpose in respect of which such allocation is sought from the mayor in terms of this policy.