



UMZIMVUBU
— LOCAL MUNICIPALITY —

GARAGE CARD POLICY

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1. Introduction

The main purpose for the Garage Cards is to assist with filling up of fuel, oil and toll fees payment and also swipe for minor repairs and servicing of municipal motor vehicles (prior to approval of Wesbank limited).

2. Objective

To provide a framework for the usage and management of garage cards.

3. Applicability

3.1. Only authorized municipal driver must utilize the garage card.

4. Regulatory Framework

The main directives from which the policy is derived are:

- Treasury Regulations,
- The MFMA;

5. Garage Card limits

5.1. The limits on the garage cards shall be **R20 000.00** per car per month except Mayoral Vehicle.

5.2. The council reserves rights to adjust the limits of the garage card for usage of the garage card at any point in time if it is deemed necessary.

6. Responsibility of the Garage Card Holder and Budget & Treasury Office

6.1. Responsibility of the Garage Card Holder on the use of garage card

- (i) The garage card holder is fully and solely responsible for all expenditure occurring through the use of the garage card and may use the garage card *only* for the following categories of expenditure
 - a. Filling of fuel and oil, toll gates - as describe by the Umzimvubu Municipality in this policy
 - b. Other business expenditure - minor repairs and serving of vehicles.
- (ii) The garage cards are kept in the Budget and Treasury office (SCM unit) and upon the issuing of the cards a person must sign off and when returning the card he/she must sign again.

6.2. Responsibility of the Budget & Treasury Office on garage card expenditure

- (i) The Budget & Treasury Office has a responsibility of checking the garage card usage reconciliation to ensure that:

- a. Supporting documents are attached as stated.
 - b. The descriptions fall under categories allowed by the policy
 - c. Deducting all un-reconciled and non-business expenditure from the garage card holder's salary in the next payroll run.
 1. All unsupported expenditure (i.e. no vouchers and invoices) will be deemed non-business expenditure and treated accordingly.
 2. Should a garage card holder find the vouchers previously not submitted, the card holder will be reimbursed in the next salary run.
- (ii) The Budget & Treasury Office has the responsibility of checking that all garage card holders have handed in the garage card usage and following up on outstanding forms.

7. Non compliance with the policy

- 7.1.1. Section 171 of the MFMA stipulates what financial misconduct is in a municipality.
- 7.1.2. Cognizance is given to Section 9 of the Treasury Regulations which stipulates disclosure of the unauthorized, irregular or fruitless and wasteful expenditure in the annual financial statements and the disrepute caused to the organization as a result. It is therefore acknowledged that such shall form the basis of determining the extent of disciplinary action to be taken and not only the material amount of the transaction(s).
- 7.1.3. In the event of the Cardholder being the accounting officer, disclosure of unauthorized, irregular or fruitless and wasteful expenditure must be made both to the Chairperson of the Audit Committee and Chairperson of the Board.
- 7.1.4. The chairperson of the Audit Committee may consult with the internal Auditors or seek outside assistance in determining the course of action to be taken and shall report to the Audit Committee accordingly which thereafter shall provide full details to the council.

8 Interpretation of this policy

- 8.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 8.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 8.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of written dispute.
- 8.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council.

9 Permanent / Temporary waiver of this policy

9.1 This policy may be partly or wholly waived or suspended by the Municipal Council on temporary or permanent basis.

9.2 Notwithstanding clause No. 12.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver or suspension to Council.

10 Compliance and Enforcement

10.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

10.2 It will be the responsibility of Council to enforce compliance with this policy.

11 Amendment and / abolition of this policy

11.1 This policy may be amended or repealed by Council as it may deem necessary.

Date of Approval: _____

Council resolution no.: _____