

NORTHERN CAPE PROVINCIAL GOVERNMENT



OFFICE OF THE PREMIER GIFT POLICY

1) GENERAL

This policy outlines the granting of gifts in cash and in kind in the Office of The Premier according to the requirements of the PFMA, Treasury Regulations.

2) OBJECTIVE

2.1 The objectives of the policy include -

- Emphasising the accountability of the Department's resources.
- ensuring that resources made available are utilised efficiently, effectively, economically and for authorised official purposes; and ensuring that the Department's resources are utilised in compliance with the Public Finance Management Act, the Treasury Regulations and other relevant legislation.

2.2 The following categories of gifts are applicable:

2.2.1 Corporate gifts

Includes gifts granted during overseas visits by the department e.g. items portraying the province.

2.2.2 Gifts for Members of the Executive Council

It has been tradition in the Office of the Premier since 1994 to procure gifts for Members of the Executive Council on their birthdays, Fathers/Mothers day, when in hospital etc. This is linked to OTP's role of coordination and monitoring throughout the province.

2.2.3 Social responsibility

The department may grant gifts/donations to institutions on Mandela day (18 July), bursaries to students, etc.

2.2.4 Discretionary fund

The Executing Authority may grant gifts/donations to institutions/individuals utilising the discretionary fund allocated to the department, as per limitations mentioned in Executive Council Resolution No 94/2009(08).

2.2.5 Gifts for Employees at OTP

- ✚ A reasonable affordable amount can be utilised to buy gifts for officials employed in OTP:

- On their celebratory days;
- Retirement after serving the department for ten (10) or more years;
- Retirement on grounds of ill health.

3) POLICY

3.1 The department must grant gifts through normal supply chain management procedures.

3.2 The Accounting Officer may use his/her discretion in terms of monetary limits for categories mentioned under 2.2.1, 2.2.2, 2.2.3 and 2.2.5, but the amount should be reasonable and not be excessive. 2.2.4 is excluded from this discretion by the Accounting Officer because it has its specific limits in terms of legislation.

3.3 In granting gifts the Accounting Officer must ensure compliance with section 21 of the Treasury regulations.

3.4 Such gifts must be disclosed in the annual financial statements for that particular year.

3.5 For gifts granted to members of the Senior Management Service, such gifts must be disclosed in the Disclosure of interest form if it exceeds the amount of R350.00 as per SMS handbook.

3.6 For gifts granted to Members of provincial legislatures or national parliament, it is the responsibility of the member to disclose such gifts in the gift register kept by the Provincial Legislature and National parliament respectively.

3.7 The Office discloses the budget for gifts in the annual budget submission sent to Provincial Treasury for its approval. Furthermore, line items relating to gifts are shown on the In-year monitoring (IYM), forwarded to Provincial Treasury for monitoring.

4) ADMINISTRATIVE PROCEDURES

4.1 Gifts granted must be authorized by the Accounting Officer on the relevant gift certificate.

4.2 Normal supply chain management processes will be followed in the procurement of all gifts except those donated in cash.

4.2 For gifts to be procured for celebratory days of staff members, mentioned in 2.2.5 above, the Employee Health and Wellness Unit will be delegated to coordinate the procurement thereof. Such approvals can be authorized by officials delegated by the Accounting Officer.