



<b>Finance Guideline</b>	FG001 – <b>Staff functions and gifts</b>
<b>Related Finance Policy</b>	<a href="#">GEN001</a> – Funds deposited with or held by UCT
<b>Objective</b>	To provide guidance as to reasonable expenditure on staff functions and gifts, within the overall UCT finance policy of monies held in UCT funds.
<b>Context</b>	<p>All monies in UCT funds belong to UCT and as such should be spent on UCT business (refer Finance Policy GEN001).</p> <p>There are, however, instances where it is acceptable that certain staff functions and gifts can, within reason, be borne by UCT as the employer. Where there are discretionary monies at the disposal of the unit/department, this should be the first call for funding, bearing in mind any precedents set both within a unit, and across units.</p>
<b>Guidelines</b>	<ul style="list-style-type: none"><li>• <b>Farewell functions for people leaving</b> Function dependent on length of employment and position held at UCT. This would usually involve a snacks and drinks type farewell, open to all who had dealings with that person. Anything beyond that, which is exclusive for invitees, would need to be funded personally or be "subsidised" to a Rand amount as approved by the Dean/Exec Director, bearing in mind precedents set.</li><li>• <b>Farewell functions for people retiring</b> Function dependent on length of employment and position held at UCT. There is the official formal UCT function, plus an optional informal farewell (as appropriate) organised by the department/area to be "subsidised" to a Rand amount as approved by the Dean/Exec Director.</li><li>• <b>Year end functions</b> Maximum of R100 per person per year subsidy</li><li>• <b>UCT gifts for personal events</b> Gifts (e.g. flowers, fruit baskets) for personal events (e.g. births, family deaths, sickness) from a department can be funded from UCT monies, within reason.</li><li>• <b>Personal gifts for people at / leaving UCT</b> Gifts should not have tax implications for the recipient. For members of the Senior Leadership Group (SLG) who leave UCT, the gift arranged through the Vice Chancellor's office is the official gift. All other gifts should be financed against collections received from members of the department or faculty concerned, and would not be for UCT's account. Kitchen teas/baby showers - personal gifts and snacks are to be organised independently of UCT. The function for colleagues can be held at UCT over lunchtime.</li><li>• <b>"Non-work" related team functions</b> For example, a sports day, can be funded from UCT monies, within reason, where participation and team building is encouraged.</li></ul>
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<b>Finance guideline owner</b>	Executive Director, Finance
<b>Approved by</b>	OpsMag, 19 November 2004
<b>Updated</b>	Finance Advisory Group, 1 September 2008