



Western Cape Cultural Commission
Wes-Kaapse Kultuurkommissie
IKomishini yeNkcubeko yeNtshona Koloni

WESTERN CAPE CULTURAL COMMISSION

REVENUE AND USAGE POLICY



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**ACCOUNTING AUTHORITY
WESTERN CAPE CULTURAL COMMISSION**

POLICY DOCUMENT

REVENUE AND USAGE POLICY

1. OBJECTIVE

- ❖ The Accounting authority of the public entity must manage revenue efficiently, economically and effectively by developing and implementing appropriate processes that provide for the identification, collection, recording, reconciliation and safeguarding of information about revenue and usage.

2. SCOPE

- ❖ All personnel responsible for administrative support to the Western Cape Cultural Commission, Accounting Authority, Finance officials, Facility managers (Melkbos OppieSee, Melkbos Cultural Centre, Okkie Jooste Cultural Centre, Groot Drakenstein Cultural Centre, Bien Donné Manor House, Koekenaap Cultural Centre and Schoemanspoort Cultural Centre) and the individuals entrusted with handling revenue and usage on behalf of the Commission.

3. IMPLEMENTATION

- ❖ The Chief Financial Officer must from time to time evaluate internal procedures to ensure that reasonable controls exist and that officials understand and follow these procedures.
- ❖ The Accounting Authority has to ensure that all policies and procedures are communicated to and implemented by the responsible individuals.

- ❖ Administrators not directly involved in the handling of the bookings, i.e. Supervisors of the officials handling the bookings, have the responsibility to ensure that reasonable controls are in place to inspect non-compliance and that those employees understand and follow them.

- ❖ The Internal control section must be notified promptly of any losses, non-compliance or misappropriation by employees and be investigated accordingly.

4. POLICY GUIDELINES

1. Application for usage of the facility will be made in writing on an official application form, together with a programme indicating the activities for which the facility is being rented.

2. Facilities are only to be utilised for activities related to the promotion, development and preservation of arts and culture, educational purposes and promote arts and culture.

3. Facilities may not be booked/ rented for a period exceeding 5 days at any one time.

4. Facilities are not available for usage by individuals or groups for social or personal functions or activities for commercial gain, promote any person, product, or company activities.

5. Activities related to political parties or trade unions or the promotion of any such dogma are prohibited.

6. The halls, grounds, pools (where applicable), sleeping and kitchen facilities are for the exclusive usage of the group renting the facility as per the bookings.

7. Staff at the facility is available for emergencies and should information be required related to a group's stay and usage of the facility only.

8. No group or individual renting the facility may offer any goods/services for sale or sublet the facility or any part thereof for the duration for which it is booked.
9. Alcohol usage at a facility is strictly prohibited. Smoking not allowed within the facilities.
10. Prior to departure of the group, a client feedback form is to be completed by the group and an inspection of the facility by the facility staff and group leader is to be undertaken. A copy of the completed form must be kept for audit purposes.

5. BOOKING PROCESS

Marketing of Facilities

- ❖ The facilities are marketed to the public through the placement of facility details on the Western Cape Government Internet Portal, distribution of brochures to municipalities and the EMDC offices and the WCED.
- ❖ Information brochure on the facilities will be forwarded to museums and libraries for distribution.

Application Process

- ❖ Application forms will be forwarded upon request preferably prior to the commencement of a new year. Groups are encouraged to apply by the end of the third quarter of the preceding year.
- ❖ Applications will be evaluated according to predetermined criteria.
- ❖ A minimum of 40 persons.

Administrative Process

- ❖ Upon request for a booking the official must ensure that previous bookings are paid up.
- ❖ Upon confirmation of booking an application form has to be completed by the applicant and submitted for processing.
- ❖ Upon receipt of the completed application, a reference number will be issued in writing confirming the reservation.
- ❖ A non-refundable deposit of R500 is payable upon receipt of the confirmation letter.

- ❖ The balance owing is payable two months prior to the reservation date. Failure to pay the settlement amount will result in the reservation being automatically cancelled.

Finance

- ❖ Finance will confirm deposit and the settlement amount against the bank statement and approval will be granted to the facility manager to accommodate the group.
- ❖ On departure, an exit form will be completed by the facility manager and the camp co-ordinator.
- ❖ The completed form will be forwarded to finance section and filed with all relevant documentation for audit purposes.

Facility personnel

- ❖ Upon arrival a deposit slip will be requested for verification and the absence of such deposit slip, utilisation of the facility will not be allowed.
- ❖ Upon arrival numbers, date and group are to be verified and any discrepancy noted
- ❖ On departure a verification and client satisfaction process is undertaken.

6. DISCLAIMER CLAUSE

- ❖ In making our facilities available for use under this policy to communities and youth groups, the WCCCC/ Department assume no obligations or responsibility for activities of the group/s. In addition the WCCC/ Department reminds all users to be aware of and comply with applicable laws, including those concerned with the safety of persons using the facility, defamation and public disturbance.
- ❖ We assume no responsibility for persons utilising the facilities as this is done at own risk.

7. CANCELLATIONS

- ❖ Should the applicant cancel any booking made one month before the camping date, the full deposit will be forfeited. Only in unavoidable cases will exceptions be made.
- ❖ The WCCC will therefore review the cancellations and approve or disapproved based on the merits of the case.

8. EFFECTIVE DATE AND REVIEW

- ❖ This policy will be effective from the date approved and signed by the Accounting Authority, whichever may be the latter date and may be reviewed by the Chief Financial Officer periodically as needed.

9. APPROVED



Jane Moleleki
Accounting Authority
Date: 28 February 2011