



# **POLICY FOR THE PAYMENT OF FURNITURE REMOVAL COSTS**

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### **1] OBJECT**

To assist newly appointed staff to relocate their household from their current residence to Endumeni.

### **2] ASSISTANCE**

Council will re-imburse the appointee 100% of the furniture removal cost as outlined in the procedures hereunder, subject to the appointee remaining in Council's employment for a period of three (3) years. Should the appointee leave Council's employment prior to three (3) years the full amount paid by Council in respect of furniture removal costs must be recovered from such employee.

### **3] PROCEDURE**

- a) It is duty of the new appointee to obtain at least three quotations at least one of which shall be from a local furniture remover. [Local = from this area].
- b) Such quotations must be transmitted to the Head of the relevant Department who will in turn submit them on the relevant personal file to the Financial Manager.
- c) Should the Financial Manager be happy with the quotations he will recommend which remover is to be used, alternatively he will arrange for further quotations to be obtained before making a recommendation.

The Municipal Manager will approve the recommended quote and the relevant Head of Department will advise the appointee accordingly. The cost of packing and/or containers or household animals will not be paid.

- d) It is up to the appointee to decide which quotations to accept and appoint the furniture remover bearing in mind that we will only reimburse the appointee on production of an invoice and receipt, to an amount equal to the quotation recommended by the Financial Manager.

Should the appointee be in a weak financial position and unable to pay his removal costs, arrangements could be made by him to pay the contractor on the day he assumes duty, in which case he could be paid by means of an uncrossed cheque and he could supply the Financial Manager with a receipt from the contractor on the same day.

e) The appointee will not be re-imbursed before he has: -

1. Assumed duty.
2. Produced the relevant original invoice and receipt.
3. Signed the undertaking that should he leave the Council's service within three [3] years he will be required to repay to Council the full amount given to him in respect of furniture removal assistance.

f) It will be the duty of the Expenditure Accountant to ensure that (e) above is complied with and the obligation recorded and controlled.

**4] UNDERTAKING**

The attached contract be accepted and be completed in respect of each appointee claiming furniture removal cost.

**5] DELEGATION**

That it be recorded that Council has delegated the authorisation of furniture removal costs to the Municipal Manager as set out under procedures in paragraph 3.