

Financial Regulation

54. (Deleted by AN 233 of 1982 dated 1982/09/17)

"Annexure A"

GENERAL

55. All money in the Council's possession which is not claimed by the persons legally entitled thereto within a period of three years from the date upon which such money legally becomes payable, shall become forfeited to the Council. No claim for the payment of such money to any person shall thereafter be considered.
56. The City Treasurer shall apply to the Council's bankers for the reduction or increase as the case may be and as the need arises, of overdraft facilities, provided that a maximum of R4 million shall not be exceeded without reference to the Management Committee.
57. The Town Clerk may, in consultation with and/or on the recommendation of the City Treasurer, issue instructions and directions regarding the financial aspects of any matter.
58. (1) Recommendations dealing with existing or new sources of revenue, (which include any amendment in tariffs), shall be submitted to the City Treasurer by heads of divisions.
- (2) Departmental tariffs of distribution accounts and of vehicles and equipment shall be fixed by the City Treasurer from time to time.
59. Proposed reductions in tariffs or charges for services shall be submitted to the Management Committee only when the annual estimates are considered.
60. (1) Heads of divisions shall report irregularities involving theft, fraud or other financial aspects to the Town Clerk (with a copy to the City Treasurer), without delay and shall furnish full details.
- (2) All reports by the City Treasurer regarding irregularities involving financial aspects shall be considered by the Management Committee without delay.
61. The design and planning of new municipal administrative buildings, or of the alteration of existing buildings where money or supplies are or will be handled, shall be done in consultation with the City Treasurer.

TENDERS FOR STOCK OR SERVICES

62. No tenders are to be invited before the provisions of regulation 39 (1), where applicable, have been met. (Substituted by AN 103 of 1977 dated 1977/05/13)

LODGEMENT OF TENDERS

63. (a) Every tender must:
- (i) be lodged in a sealed holder, on which the tender number and the service or supply are clearly indicated;
- (ii) be deposited in the tender box not later than the closing date and time.
- (b) A tender forwarded by post, will be accepted for consideration by the Council only if such tender:
- (i) comply with the provisions of regulation 63. (a)(i) and is placed in a separate envelope addressed to the Town Clerk;