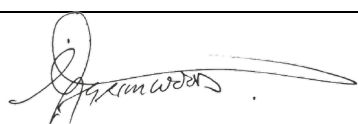




# POLICY DOCUMENT

## Finance: Payments

Exco Review	
Signature Date	24 September 2025
Name	Ashraf Grimwood
Signature	

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## 1. PAYMENTS

### Policy

KI only makes payments where documentation provided confirms that **standard KI purchasing procedures** have been followed, to help ensure the validity and accuracy of all payments made and confirm that value for money has been achieved.

The finance department is authorised to **enforce payment requirements**, which may only be overridden by EXCO in emergency situations.

**Bank accounts** are always verified to confirm the recipient of any payment.

### Responsibility

- Requestors are responsible for providing all required documentation, unless otherwise stated under the section entitled 'Procurement of Goods and Services', on time.  
The finance department is responsible for checking payment compliance and following up with requestors.
- All approvers (including signatories) of payments are responsible for ensuring that KI procedures are followed with every payment.

## 2. PETTY CASH

### Policy

- National office, has its own petty cash bank account for the purposes of purchasing **office supplies**. Funds can be drawn from this account, using a bank card, to replenish the petty cash float held in the relevant office.
- Note that KI's policy is that **catering, meetings, workshops and employee business advances may not be** funded from petty cash.
- The petty cash float may be topped up **more than once a month**, depending on the operational requirements.
- Each float must reconcile to an **amount as approved by EXCO** at all times.
- No **receipts of cash** may be added to a float, except change for petty cash advanced. Note that KI does not allow any representative of the organisation to receive cash – refer to the section entitled 'Receipting'.

### Responsibility

The administrator in each office is appointed as the **custodian of the bank card and petty cash**, and is responsible for accounting for transactions on the bank account and from any cash withdrawn i.e. for the entire float. This includes retention of the required documentation.

## 3. EMPLOYEE BUSINESS ADVANCES

### Policy

- Advances are only issued to KI employees to cover business expenditure where supplier credit facilities do not exist.
- Advances are typically used to pay the costs incurred when holding meetings or running workshops and training, or stakeholder meetings over lunch times for more than 5 people.

- Employees may not have more than one advance claim outstanding at any time.
- Advances may not represent more than 50% of an employee's gross salary at any point in time.
- Advances need to be reconciled within 5 working days of an event being held and prior to the issuing of another advance.
- Unreconciled advances are deducted from employee salaries. On the second occurrence of unreconciled advances, the employee's manager and HR manager are informed.

#### **Responsibility**

- Each employee requiring an advance (the requestor) is responsible for completing a cash advance form, and for accounting for all cash received via a documented reconciliation, with original documentation attached, and for returning any change via the KI bank account.
- The employee's line manager is responsible for approving the advance, with reference to the budget for which the manager is responsible.

## **4. EMERGENCY PAYMENTS**

#### **Policy**

Should an exceptional situation occur that requires the organisation to make an emergency purchase, the procurement process may be modified with the finance manager's approval. Emergency situations include situations that could not be foreseen and urgent in nature and include the following:

- Threats to human life or safety; or
- Threats, in the very short term, to the ability for KI to deliver promised services that will compromise the achievement of the organisation's objectives.

**Ratification should be sought from EXCO** within a month of such a purchase.

Emergency payments are only permissible in emergency situations, which are critical and time-sensitive to the organisation, and **final** appropriate documentation is not available. This payment method is not intended to replace adequate operational planning.

The organisation should not be exposed to more than **R100,000 of risk** in relation to emergency payments at any point in time. The risk relates to adequate documentation not being available to support an expense, which could lead to the amount not being claimable as part of expenditure relating to a particular grant.

**Deposits for venue hire** should not be treated as emergency payments. Pro-forma invoices may be used to support payment instructions in the event of deposits being required for venue hire, although compliant invoices must be obtained for final payments.

#### **Responsibility**

- A requestor is required to motivate the emergency payment to his/her line manager and to the finance manager.
- The finance manager makes the final assessment of whether to allow the emergency payment. The finance manager may consult EXCO.