



YETFU SONKHE SAVINGS AND CREDIT COOPERATIVE SOCIETY
SCHEDULE OF ALLOWANCES POLICY & PROCEDURES

SoAPP- 6.0
Issue: 02
Revised May 2024



SCHEDULE OF ALLOWANCES
POLICY & PROCEDURES
MANUAL



YETFU SONKHE SAVINGS AND CREDIT COOPERATIVE SOCIETY
SCHEDULE OF ALLOWANCES POLICY & PROCEDURES

SoAPP- 6.0
Issue: 02
Revised May 2024

Policy on Payment of Allowances

1. Purpose

The purpose of this schedule is to regulate the payment of allowances and expenses incurred in the business of the Society.

2. Scope

The schedule covers Board Members, Staff and the General Membership for the Society's business incurred locally and outside the kingdom of Eswatini.

3. Claims

- 3.1 Claims for expenses or travel expenditure must be submitted on an official Yetfu Sonkhe claim form with details of the items being claimed and where necessary receipts must be attached.
- 3.2 Any driving and motor vehicle fines and penalties are not the responsibility of the society.
- 3.3 Receipts must not be altered, amended, changed in any way and must relate to the event/period for which the claim is being made.
- 3.4 All claim forms must be signed by the member submitting the claim and authorized by the Treasurer prior to payment being made.
- 3.5 The claim form of the Treasurer must be authorized by the Chairperson.
- 3.6 All claims must be submitted within 30 days after they are incurred.

4. Travelling

- 4.1 All travel shall be pre-authorized by the Executive and the travel claim form must be completed.
- 4.2 Member may claim for travelling expenses:
 - 4.2.1 When the trip is not sponsored, and no other means of transport has been made available by other parties.
 - 4.2.2 When no group transport has been made available by the Society.



YETFU SONKHE SAVINGS AND CREDIT COOPERATIVE SOCIETY
SCHEDULE OF ALLOWANCES POLICY & PROCEDURES

SoAPP- 6.0
Issue: 02
Revised May 2024

- 4.3 Bus – The society will cover the cost of bus tickets on production of the ticket.
- 4.4 Taxi fares – The society will reimburse the taxi fares on production of a receipt and prior approval must be obtained.
- 4.5 Private Car/ Car Hire –
- 4.5.1 For trips involving more than one person, only one member is allowed to claim subject to 4.5.2.
- 4.5.2 A maximum of three persons in one car.
- 4.5.3 Rental vehicles will be reimbursed on production of an official receipt.
- 4.6 Member may claim the costs of travel for the society's business as per the mileage table below *from one official residence. All board members shall declare their official residence upon assuming board activities and will advise the office should such residence change.*

	Return Mileage (Km)
Big Bend	214
Manzini	210
Matsapha	230
Ezulwini	262
Mbabane	286
Siteki	120

- 4.7 Notwithstanding clause 4.6, claims are to be made from the point of departure as the mileage table is based on a standard calculation from Mhlume.

5. Car Parking and Toll-gates

- 5.1 Parking costs incurred in the course of society travel may be claimed on production of a receipt.
- 5.2 Toll-gates fees incurred in the course of society travel may be claimed on production of a receipt.

6. Sitting Allowance

- 6.1 When the Manager sits in any of the committee's, he/she is entitled to a sitting allowance.

VMM-

LG7



YETFU SONKHE SAVINGS AND CREDIT COOPERATIVE SOCIETY
SCHEDULE OF ALLOWANCES POLICY & PROCEDURES

SoAPP- 6.0

Issue: 02

Revised May 2024

- 6.2 When an *appointee* to the Manager sits in any of the committees, such staff member shall not claim the sitting allowance but shall claim overtime as governed by their terms of employment.

7. Meals Allowances

- 7.1 Bed and Breakfast may only be arranged wherein:
7.1.1 the session is over one day; or
7.1.2 the start or end time makes it impractical or inconvenient to travel on the same day.
- 7.2 The accommodation cost shall be paid directly to the hotel/lodge. If paid directly to the member, the rates shall be for the Special Overnight Allowance
- 7.3 Breakfast allowance can only be claimed if journey commences prior to 07h00.
- 7.4 Lunch Allowance can only be claimed if the meeting or event does not have a lunch provision.
- 7.5 Dinner Allowance may only be claimed if the business of the day ends after 17h00 or it's an overnight provision.
- 7.6 Special Overnight Allowance can only be claimed if member chooses to stay in an alternative place other than in a hotel/official accommodation. This allowance is inclusive of breakfast and can only be incurred with prior authorization by the Executive. No additional travel claims can be made.
- 7.7 Sleep-out Allowance is payable on a night away from home. This is to cover phone calls, laundry, parking fees etc.
- 7.8 Subsistence Allowance is payable for a day trip.
- 7.9 No member shall claim both the sleep-out and the subsistence allowance for the same trip.

8. Leave Allowance

- 8.1 Leave allowance shall only be paid if member has to take his/her annual leave to attend the business of the Society.
- 8.2 Weekend Allowance shall only be paid if member has to attend the business of society over a weekend or public holiday.
- 8.3 Staff shall not be entitled to a leave allowance.

VNM-
A
LGT
B



YETFU SONKHE SAVINGS AND CREDIT COOPERATIVE SOCIETY
SCHEDULE OF ALLOWANCES POLICY & PROCEDURES

SoAPP- 6.0
Issue: 02
Revised May 2024

- 8.4 The Manager shall be entitled to the weekend allowance.
- 8.5 Other staff members attending to the society's business on weekends are not entitled to the weekend allowance but shall claim for overtime as governed by their terms of employment.
- 8.6 The leave and weekend allowances are inclusive of the sitting allowance; therefore no additional allowance shall be paid save for meal allowance as the case may require.

9. Special allowances

- 9.1 *In an event that a board member is appointed in other boards/committees related to the activities of the Society, the member shall only claim for those parts of allowances that are not covered by the other boards/committees.*
- 9.2 *The appointed member shall declare to the office, the appointment and invitation to activities in writing to the Office Manager and/or Treasurer.*
- 9.3 *The Office Manager shall verify such invitations and allowances paid for by the other boards/committees, for the processing of the member's allowance.*

10. Rates

Seq.	Category	Allowance	Comment
(a)	Board Sitting	E250	Per sitting
(b)	Executive Sitting	E250	Per sitting
(c)	Committees Sitting	E187.50	Per sitting
(d)	Executive Performance	E187.50	Per week
(e)	Manager's Sitting	E187.50	Per sitting
(f)	Bed and Breakfast	Hotel rate	Per night
(g)	Breakfast	E187.50	Per meal
(h)	Lunch	E187.50	Per meal
(i)	Dinner	E250	Per meal
(j)	Subsistence	E125	Per day
(k)	Sleep-out	E125	Per night
(l)	Leave Pay	E875	Per day
(m)	Weekend Pay	E750	Per day
(n)	Alternative accommodation	75% of the relevant hotel rate	Per night. It is inclusive of all meals and wherein meals are partially provided, the allowance shall be pro-rated.
(o)	Honorarium	E333.33	Accrues monthly but paid annually.
(p)	Travel Claim	E7.22	Per kilometer

WMM.  LGT 



YETFU SONKHE SAVINGS AND CREDIT COOPERATIVE SOCIETY
SCHEDULE OF ALLOWANCES POLICY & PROCEDURES

SoAPP- 6.0

Issue: 02

Revised May 2024

11. Outside Trips

11.1 For trips outside the country but within Africa the following rates shall apply. The sleep-out allowance shall not apply. *The hotel rate shall be based on the hotel rate of the host of the event.*

	Accommodation	Breakfast	Lunch	Supper	Out of pocket	Total
Accommodation & Meals provided					\$46.25	\$46.25
Accommodation & Meals except supper				\$22.5	\$46.25	\$68.75
Accommodation & breakfast			\$18.75	\$22.5	\$46.25	\$87.50
Accommodation only		\$12.5	\$18.75	\$22.5	\$46.25	\$100
No Accommodation & Meals	<i>Hotel rate</i>	\$12.5	\$18.75	\$22.5	\$46.25	\$100

11.2 For overseas trips the following rates shall apply. The sleep-out allowance shall not apply.

	Accommodation	Breakfast	Lunch	Supper	Out of pocket	Total
Accommodation & Meals provided						\$56.25
Accommodation & Meals except supper				\$25		\$81.25
Accommodation & breakfast			\$25	\$25		\$106.25
Accommodation only		\$12.5	\$25	\$25		\$118.75
No Accommodation & Meals	<i>Host hotel rate</i>	\$12.5	\$25	\$25	\$56.25	\$118.75

12. Responsibility

12.1 Responsibility for adhering to this policy rests with all board and staff members of the society.

12.2 Signatories have the additional responsibility for ensuring that the expense claims are checked for completeness and accuracy prior to authorizing.



YETFU SONKHE SAVINGS AND CREDIT COOPERATIVE SOCIETY
SCHEDULE OF ALLOWANCES POLICY & PROCEDURES

SoAPP- 6.0
Issue: 02
Revised May 2024

12.3 Overall responsibility for monitoring the effectiveness of this policy and for ensuring that the policy is regularly reviewed and revised as necessary rests with the Executive Committee.

12 Review

12.1 This policy must be reviewed every year.

12.2 Subject to 12.1, if no review has been done, the stipulated rates shall be adjusted by 5%.

13 Implementation Date

13.1 Notwithstanding the adoption date of this policy, it shall be effective *1st July 2024*.

13.2 This policy was adopted by the Board on the 17th of July 2024

13.3 We, the undersigned, individually and collectively, give commitment to the implementation of this document by appending our signatures on behalf of Yetfu Sonkhe Savings & Credit Cooperative Society.

Name

Signature

Date

Douglas Mamini
Chairperson

[Signature]

17/07/2024

Lewis G Thobeka
Vice-Chairperson

[Signature]

17/07/2024

Vusi N. MALUBANE
Secretary

[Signature]

2024/7/17

Simone L Maseko
Treasurer

[Signature]

17/07/2024