

CLUTHA DISTRICT COUNCIL POLICY

Policy Number	01 – 03 – 001	Council Reimbursement
Prepared by	Chief Executive	
Authorised by	Council	
Effective from	17 May 2012	Page 1
Date to be reviewed	17 October 2014	No. Pages 3

Policy on Council Reimbursement

Purpose

To provide eligibility guidelines for reimbursement of Council fees and charges, or rental reimbursement for properties leased from Council.

Policy

Council will consider assistance providing the following criteria are met:

- The organisation making the application is a non-profit organisation.
- The organisation provides a service to, or is undertaking a project that benefits residents of the Clutha District.

There are two types of assistance:

1. **Reimbursement of Council fees and charges** (including reimbursement of hire charges for community centres and community halls)
 - Aims to support organisations by helping reduce the costs of one-off projects or events
 - Is capped at a maximum of \$2,000 per organisation in any given financial year
 - Excludes reimbursement of liquor licensing fees
2. **Reimbursement of rents for properties leased from Council**
 - Aims to help reduce the costs for organisations leasing Council property.
 - Up to \$2,000 per organisation, per annum is available

Any other requests for funding assistance from the Council need to be made as a submission to the Long Term / Annual Plan. If the request has a value of \$5,000 or more, a copy of the most recent audited financial statements must be included.

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Date to be reviewed	17 October 2014	No. Pages 3

Procedures

The application form must be completed and must identify:

- Description of the project/activity
- Total cost of project/activity
- Contributions, if any, by applicant or other organisation

The policy is for the “reimbursement” of fees and charges and evidence that the fee or charge has been paid or rent agreement reached will be required.

Applications for reimbursement of fees and charges must be signed off by the Mayor. Applications should be referred to the Corporate Services Committee in instances where it is unclear whether or not the application meets criteria, especially if granting it would set a precedent.

Definitions

1. Council Fees and Charges does not include any charge, fee or levy imposed by any statute that is not retained by Council.
2. Community centre or hall hire reimbursement does not include reimbursement of costs for regular use, e.g. weekly, monthly or quarterly.

Relevant Legislation

Legal Compliance

Related Policy and Documents

Key Words

Grant, Donation, Community Support, reimbursement, fees and charges

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Appendix A

Council Owned Halls/ Community Centres	Other Halls/Community Centres
Balclutha Memorial Hall	Beaumont Hall
Clutha Valley Community Centre	Clinton Community Centre
Hillend Hall	Crookston Community Centre
Kaitangata Memorial Hall	Dunrobin Hall
Kaka Point Hall	Heriot & Districts Community Centre
Lovells Flat Hall	Leitch Memorial Hall
Moneymore Community Centre	Milton Coronation Hall
Owaka Memorial Community Centre	Matau Hall
Paretai Hall	Popotunoa Hall
Waiholā Hall	Pukeawa Hall
Waipahi Hall	Purekiriki Hall
Waitahuna Hall	Romahapa Community Hall
Waiwera South Hall	Simpson Park Hall
	Stirling Athenaeum
	Tahakopa Hall
	Toko Mouth Hall
	Tuapeka Mouth Coronation Hall
	Tuapeka West Hall
	Waikoikoi Public Hall
	Waitapeka/Puerua Public Hall
	Warepa Hall
	West Otago Community Centre