



**Finance Guideline** FG004 – **Catering at UCT meetings and events**

**Related Finance Policy** [GEN001](#) – Funds deposited with or held by UCT

**Objective** To provide guidance as to reasonable expenditure on catering at UCT, within the overall UCT finance policy of monies held in UCT funds.

**Context** All monies in UCT funds belong to UCT and as such should be spent on UCT business (refer Finance Policy GEN001).

There are however differences as to what is considered reasonable expenditure on catering for UCT meetings, workshops and courses. The purpose of this guideline is to identify items to consider in deciding on the level of catering required at these events.

Catering in this context is where external caterers are required and excludes the provision of in-house tea, coffee, water and biscuits.

Units are expected to respect the general notion of what is appropriate for an institution in the public eye, irrespective of the funding source.

**Excludes** Catering provided by UCT residences.

**Guidelines** The following items should be considered in deciding on the catering requirements:

- **Time of day**

Events held during normal work time would generally not require catering.

Events starting before 8h00, between 12h00 and 14h00, or after 17h00 may involve caterers, if deemed necessary.

- **Length of meeting**

Events extending longer than 3 hours, or extending into lunch time or after hours, may include a simple lunch/supper. This would include selection committees where deliberations generally continue over lunch.

Catering for staff training/workshops must be modest.

- **Incentive to attend**

Some events require a catering incentive for participants to attend, especially those where students are involved.

- **External participants**

In some cases involving external participants, generous catering may be appropriate.

- **Catering numbers**

Confirm catering numbers once all attendees have responded and discount the numbers by between 15% and 20%, as not everyone will attend and caterers generally over-cater, resulting in wastage. Bear in mind the size of the group when confirming numbers to cater for.

- **Catering types**

There are various levels of catering that can be arranged and one should be aware of what is appropriate to the time of day and meeting/event being catered for:

*Basic* – Biscuits

*Moderate* – Sandwich platters

*Generous* – canapés (decorative finger food), sushi, hand-crafted fruit, full meal (should be the exception)

- **Dietary requirements**

It may be necessary to take into consideration specific dietary preferences related to, for example, health, religious or other requirements.



**Direct queries to:** [fnd-finance@uct.ac.za](mailto:fnd-finance@uct.ac.za)

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