

## **POLICIES AND PROCEDURES FOR SECRETARIAL AND FINANCIAL CONTROL OF KLIPRIVIERSBERG CONSERVANCY BUSINESS**

### **1. BANK ACCOUNT**

- 1.1. An Enterprise Plus Account is to be opened with the Standard Bank at the Glen.
- 1.2. The Hon Secretary/Treasurer will have sole access to internet banking and an ATM card.
- 1.3. This initial account will not entail provision of a cheque book.
- 1.4. Should the Hon Secretary/Treasurer be unable to carry out his/her financial duties or obligations for any reason whatsoever for a prolonged period, the matter will be referred to the bank for appropriate amendment to the existing arrangement.
- 1.5. No cash withdrawals will be made via the ATM card i.e. usage is restricted to deposits, balance enquiries and statements.
- 1.6. Three signatories i.e. Chairman, Vice-Chairman and Hon. Secretary/Treasurer will be authorized to sign on the account in any combination of two signatures.
- 1.7. The Enterprise Plus Account can be opened immediately, prior to NPO/PBO registration, but will be subject to normal monthly fees (December 2008: R13,50) or free with a minimum monthly balance of R1 000,00. (Subject to annually revised charges).
- 1.8. Upon final registration as an NPO/PBO application may be made for a reduction or waiving of monthly fees.
- 1.9. Internet banking rates will apply for a stand-alone account not linked to any individual's personal internet banking accounts.
- 1.10. This stand-alone account will be maintained via the Hon. Secretary/Treasurer's personal computer with no connection whatsoever to his/her personal internet banking system.
- 1.11. An initial maximum total of R5 000,00 (five thousand) per calendar month will be authorized for internet account transactions.
- 1.12. The Enterprise Plus Account should maintain a minimum balance of R2 000.00
- 1.13. The Enterprise Plus Account could in future be linked to a call account for excess funds to attract a higher interest rate. Any call account funds can be managed/made available via internet banking.

### **2. PAYMENT OF ACCOUNTS AND EXECUTIVE COMMITTEE MEMBER EXPENSES**

- 2.1. Initially, only internet banking will be utilized for making payments. Banking details should be provided to the Hon. Secretary/Treasurer to facilitate payment.
- 2.2. Proof of payment from the Klipriviersberg Conservancy will be sent to payees by e-mail or facsimile.
- 2.3. A payment requisition will be completed by the Hon. Secretary/Treasurer for payments in excess of R1 000,00 (one thousand rand) to any individual/organization/business and authorized by the Executive Committee before any transaction takes place.
- 2.4. Any amount less than R1 000,00 (one thousand rand) may be paid prior to the authorization noted in 2.3. above but will still be subject to signed approval by the Chairman or Vice Chairman on a payment requisition form. These payments are to be ratified by the Executive Committee at its next meeting.
- 2.5. A payment requisition document is included as Addendum I to these Procedures.

- 2.6. Any payment requisitions, including expense reimbursements to Executive Committee Members, must be accompanied by appropriate invoices and/or receipts. No payments will be made against a statement only.
- 2.7. The Chairman will authorize expenses for the Vice-Chair and vice versa.
- 2.8. Only the Hon. Secretary/Treasurer will process transactions.
- 2.9. The above procedure will also apply to cheque payments, should the Klipriviersberg Conservancy opt for cheque account facilities at a later date.
- 2.10. The Hon. Secretary/Treasurer will retain such cheque book unless prior arrangement is made with the Chairman or Vice-Chairman for him/her to retain this cheque book.
- 2.11. No cheques will be pre-signed and a Not-Transferable rubber stamp will be used, unless for any reason a cheque is made out to cash, which should be avoided where possible.
- 2.12. Internet bank statements will be perused on a twice-weekly at least basis by the Hon. Secretary/Treasurer and any anomalies reported to the Chairman and Vice-Chairman and the bank immediately.

### **3. RECORDING AND RECEIPTING OF INCOME**

- 3.1. Any receipts must be acknowledged in writing, accompanied by a numbered receipt bearing the Klipriviersberg Conservancy's rubber stamp and the donor's VAT registration number if applicable.
- 3.2. Proof of payment into the Klipriviersberg Conservancy's account should be faxed to the Hon. Secretary/Treasurer in order to positively identify origin of payment.
- 3.3. No official receipts will be issued until clearance through the Klipriviersberg Conservancy's bank account is ascertained.

### **4. RECONCILIATION OF KLIPRIVIERSBERG CONSERVANCY BANK ACCOUNTS**

- 4.1. The computer programme to be utilized is Microsoft Excel.
- 4.2. To maintain maximum security with the involvement of public funds the Vice-Chairman will receive the unopened printed monthly bank statements which will be perused and compared/discussed with the Hon Secretary/Treasurer's internet reconciliation of the bank account/s.
- 4.3. The Klipriviersberg Conservancy's books will close on the last day of the month and monthly reconciliations will reflect recorded income and expenditure versus bank statement, including any bank charges and interest etc.
- 4.4. Income and expenditure will be broken down into appropriate headings.
- 4.5. Financial statements will be presented for discussion/approval at committee meetings by the Hon. Secretary/Treasurer.
- 4.6. The Hon. Secretary/Treasurer will maintain a computerized ledger of monthly bank statements and reconciliations.
- 4.7. All bank statements, reconciliations, payment requisitions, minutes of meetings copy of the Constitution and related financial documents will be handed to an appointed auditor at the end of the financial year.

**5. MINUTES OF COMMITTEE MEETINGS**

- 5.1. To be circulated to Committee Members within 7 working days of the last meeting and to include the date of the next meeting.
- 5.2. The agenda for the next meeting to be circulated to Committee Members within 7 working days of that meeting.
- 5.3. Any late additional items for the agenda to be included under “Additional Items for the Agenda”, unless time permits for e/ mailing again.
- 5.4. The minutes will be passed to the Chairman for scrutiny prior to distribution to Committee Members.
- 5.5. The previous minutes will be signed off at each meeting by the Chairman, or in his absence, the Vice-Chairman.
- 5.6. Any resolutions (particularly financial) taken during the meeting must be specified within the body of the minutes.

**6. OTHER ADMINISTRATIVE MATTERS**

- 6.1. Mail is to be collected from P O Box 1725, Mondeor 2110, by the Hon. Secretary/ Treasurer and distributed onwards to the Chairman or Vice-Chairman, as appropriate.
- 6.2. Unopened mailed monthly bank statements are to be handed directly to the Vice-Chairman.
- 6.3. The Hon. Secretary/Treasurer will, in addition to keeping documents relating to Klipriviersberg Conservancy’s financial matters, retain any other documents entrusted to him/her by the Chairman, Vice-Chairman or other Committee Members.
- 6.4. All documents will be acknowledged and properly filed for ease of reference.
- 6.4. A Public Officer is to be identified for tax purposes, when required

**AMENDMENT TO 6.2. – OTHER ADMINISTRATIVE MATTERS** (attached as Addendum 2)

**7. ADMINISTRATIVE AND FINANCIAL CONTROL OF THE KLIPRIVIERSBERG CONSERVANCY SUB-COMMITTEES**

(Additional clauses attached as Addendum 3)

**ADDENDUM 1**

**KLIPRIVIERSBERG CONSERVANCY**

**PAYMENT REQUISITION FORM**

PAYEE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

REASON FOR PAYMENT: \_\_\_\_\_  
\_\_\_\_\_

PAYEE BANKING DETAILS:

Name of account: \_\_\_\_\_

Bank: \_\_\_\_\_

Account No. \_\_\_\_\_

Branch Code \_\_\_\_\_

PAYMENT AUTHORISED BY: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

AUTHORISED SIGNATURE: \_\_\_\_\_

DATE AUTHORISED: \_\_\_\_\_

FAXED PROOF OF PAYMENT (DATE): \_\_\_\_\_

NOTES (IF APPLICABLE): \_\_\_\_\_

DATE RATIFIED BY EXECUTIVE COMMITTEE: \_\_\_\_\_

**ADDENDUM 2**

**POLICIES AND PROCEDURES FOR SECRETARIAL AND FINANCIAL CONTROL OF  
KLIPRIVIERSBERG CONSERVANCY BUSINESS**

**AMENDMENT TO 6.2. – BANK STATEMENTS**

**CURRENT POLICY**

**6. OTHER ADMINISTRATIVE MATTERS**

- 6.1. Mail is to be collected from P O Box 1725, Mondeor 2110, by the Hon. Secretary/ Treasurer and distributed onwards to the Chairman or Vice-Chairman, as appropriate.
- 6.3. Unopened mailed monthly bank statements are to be handed directly to the Vice-Chairman
- 6.3. The Hon. Secretary/Treasurer will, in addition to keeping documents relating to Klipriviersberg Conservancy's financial matters, retain any other documents entrusted to him/her by the Chairman, Vice-Chairman or other Committee Members.
- 6.4. All documents will be acknowledged and properly filed for ease of reference.
- 6.4. A Public Officer is to be identified for tax purposes, when required

**PROPOSED AMENDMENT**

On enquiry, the Standard Bank at the Glen advised that this particular type of account (Enterprise PlusPlan) does not entail the mailing of a bank statement to the Klipriviersberg Conservancy's postal address. Printed statements are available from the Bank Auto Teller only.

Therefore it is proposed that paragraph 6.2 should be amended to the following:

- 6.2. The Hon Secretary/Treasurer would meet with the Vice-Chairman on a mutually agreed date to draw and hand over a formal and full bank statement from an Auto Teller dispensing such documents. This would then be compared by the Vice-Chairman with the cashbook and regular Internet Banking statements obtained by the Hon Secretary/Treasurer.  
*(As amended and approved by Executive Committee on 26 May 2009.)*

**APPROVED: CHAIRMAN**

**DATE: 26 May 2009**

## **ADDENDUM 3**

### **7. ADMINISTRATIVE AND FINANCIAL CONTROL OF THE KLIPRIVIERSBERG CONSERVANCY SUB-COMMITTEES**

#### **7.1. Bank Account**

7.1.1. All transactions for a Sub-committee will take place via the existing Klipriviersberg Conservancy bank account with the Standard Bank at the Glen.

7.1.2. The Hon. Treasurer of the Klipriviersberg Conservancy will have sole access to the Conservancy banking system, including both electronic and manual transactions (the latter deposits only).

7.1.3. All other terms and conditions with respect to sub-committee banking requirements will be carried out in accordance with Page 1, Items 1.1. to 1.13 of the Policies and Procedures for Secretarial and Financial Control of Klipriviersberg Conservancy Business.

#### **7.2. Payment of Accounts and Sub-committee Member Expenses**

7.2.1. All account payments and sub-committee member expense reimbursements will be authorised as follows:-

7.2.2. A payment requisition form, authorised by the Sub-Committee Chairman, will be completed by the Hon. Secretary/Treasurer for payments in excess of R1 000,00 (one thousand rand) to any individual/organisation/ business and authorised by the full Executive Committee prior to any transaction taking place.

7.2.3. Any amount less than R1 000,00 (one thousand rand) may be initially authorised by the Sub-Committee Chairman on a payment requisition form and paid by the Hon. Treasurer prior to obtaining approval by the Executive Committee at its next meeting.

7.2.4. All financial transactions by a sub-committee will be recorded and retained by the Hon. Treasurer for audit purposes.

7.2.5. All payments and expense reimbursements to sub-committee members must be supported by invoices and proof of payment. No payments will be made against statement only.

7.2.6. Any expenses incurred by the Sub-Committee Chairman must be notified to the sub-committee and a payment requisition form signed by either the Klipriviersberg Conservancy Chairman or Vice-Chairman in the absence of the Chairman and approved by the Executive Committee of the Klipriviersberg Conservancy.

#### **7.3. Income Recording and Receipting**

7.3.1. Any payments received for the benefit of a sub-committee must be notified to the Hon. Treasurer who will acknowledge and receipt such income.

#### **7.4. General Financial and Administrative Matters**

7.4.1. All sub-committees will draw up a budget for approval by the Executive Committee.

7.4.2. All sub-committee income and expenses will be reconciled by the Hon. Treasurer of the Klipriviersberg Conservancy on a regular basis and made available for annual audit along with the main Conservancy accounts.

7.4.3. No sub-committee member may undertake any financial arrangements with a third party without the prior knowledge and approval of the Sub-committee Chairman and the Executive Committee.

7.4.3. Any mail for sub-committees should be sent to P O Box 1725, Mondeor 2110.