



BY-LAW E - FINANCIAL MANAGEMENT POLICY AND PROCEDURE

1. GENERAL PURPOSE

The purpose of this policy is to establish guidelines for developing financial goals and objectives, making financial decisions, reporting the financial status of SATSA, and managing the Association's funds.

2. STATUS OF SATSA

SATSA is registered as a Non-Profit Organisation (NPO) with the Department of Social Development as well as a Public Benefit Organisation (PBO) with the South African Revenue Service (SARS).

The NPO registration allows SATSA to do fundraising for its own benefit anywhere in the country among the public; from the Corporate Sector or any other.

The approved PBO status gives SATSA the privilege and responsibility of spending public funds, which they derive from donations or grants, in the public interest on a tax-free basis. The donations or grants may be received from the general public or directly or indirectly from the State. It is therefore important to ensure that exempt organisations use their funds responsibly and solely for their stated objectives, without any personal gain being enjoyed by any person including the founders and the fiduciaries (SARS Guide Issue 5).

3. FINANCIAL RESPONSIBILITIES

It is the responsibility of the Management Committee (hereafter referred to as "Committee") to formulate financial policies and review operations and activities on a periodic basis. This Committee delegates this oversight responsibility to the Treasurer.

The Treasurer, with oversight by the Finance Sub-Committee, has the day-to-day operations responsibility for managing Association funds, ensuring the accuracy of the accounting records, internal controls, financial objectives and policies, financial statement preparation and bank reconciliation review and approval.

4. CONFLICT OF INTEREST

Members of the Committee are prohibited from activities that might present conflicts of interest. If a Committee member has a financial interest in a corporate transaction, it must be fully disclosed to the other members of the Committee - See Constitution.

5. BUDGETING PROCESS

The Chairman, Treasurer and Executive Secretary shall be responsible for presenting to the Committee an annual operating budget. The Committee shall review and approve the recommended fiscal year budget revenues, expenditures and cash flow.

6. FINANCIAL STATEMENTS & END OF FINANCIAL YEAR

The date of the end of the Financial Year will be 31 March of every year.

The Association's financial statements shall be prepared on an accrual basis in accordance with Generally Accepted Accounting Principles ("GAAP"). The Treasurer shall prepare and present at every Committee meeting Financial Statements.

7. AUDIT

The Treasurer will be required to arrange the preparation of a set of audited accounts to be presented to the members at the Annual General Meeting. These audited accounts to be distributed to Regions as soon as they are available. The Auditor to be recognised by a professional body – see Constitution.

8. SIGNATURE POLICY

All payments for orders/claims/re-imburements to be signed by the claimant, payment to be initiated by the Treasurer for approval and authorised by either Chairman or Vice Chairperson.

9. ESTABLISHING ACCOUNTS

The SATSA Management Committee may open or close banking accounts at such banks or financial institutions as they see fit. Surplus funds of the Association may only be deposited in registered financial institutions as defined in Section 1 of the Financial Institutions (Investment of Funds) Act, 1984.

10. PAYMENT OF SERVICES & REIMBURSEMENT OF EXPENSES

Any member engaged in any profession shall be entitled to charge and be paid a fair market related charges for work done by him/her or their firm in connection with the execution of his office. All this on condition that there was prior unanimous agreement in SATSA Management Committee. This to be declared at every AGM;

Members may be reimbursed for any reasonable and legitimate expenses, including any travelling or other expenses, incurred by him/her in carrying out his/her duties as a member or Committee Member. All this on condition that such expenses were approved by the Management Committee prior to incurring them and claimed on an Official Expenses Claim Form.

11. PROFITS OR GAINS

No profits or gains will be distributed to members but will be retained for the sole purpose of pursuing the objectives of SATSA as set out in this document - Sect. I (4).

12. FUNDS/DONATIONS RECEIVED

12.1 Funds received by SATSA:

Funds donated to SATSA with specific stipulations of use, should be applied for that purpose only.

Funds without specific stipulations can be used to the benefit of SATSA's specific objectives or identified projects.

12.2 Funds received by Regions:

Funds raised by Regions can be deposited into Regional accounts on the condition that these deposits will be identified in quarterly statements to the National Office.

Where donors request Tax Deductible Receipts, the Region can forward these requests to the National Office with proof of donations via Bank Statements.

12.3 Funds received by individuals:

Funds received from sponsors other than family members and employers, must be declared and deposited in the SATSA account, which will be allocated to that specific athlete.

13. TAX DEDUCTIBLE RECEIPTS TO DONORS

A taxpayer making a bona fi de donation in cash or of property made in kind to a section 18A approved organisation, is entitled to a deduction from his taxable income if the donation is supported by the necessary receipt issued by the organisation.

The receipt issued by the organisation must include at least the following details:

- The reference number of the organisation issued to it by the Commissioner for purposes of section 18A.
- The date of the receipt of the donation.
- The name and address of the organisation issuing the receipt to which enquiries may be directed.
- The name and address of the donor.
- The amount or nature of the donation if not in cash.
- Certification that the receipt is issued for the purpose of section 18A and that the donation will be used exclusively for the activities which are approved for section 18A purposes.

The receipt must be issued in the year when the donation is received by the organisation approved for purposes of section 18A.

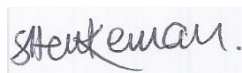
(Tax Exemption Guide to PBO's – SARS)

The Executive Secretary and Treasurer shall ensure that all donors and contributors shall receive proper acknowledgement and Receipts of their contributions in accordance with SARS Guidelines

14. FINANCIAL SUPPORT TO REGIONS

SATSA shall consider any request for financial support from a Region within reasonable time and communicate the decision in writing through the Executive Secretary. Requests should

be made in writing and must include exact budgets; the purpose of the project and financial implications to the association as well as the timing of assistance required. The reply to the Region shall state the type of support and the exact amounts allocated to such projects.



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NATIONAL CHAIRMAN



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TREASURER

10 OCTOBER 2017