

**WESTERN CAPE REGION
FINANCE APPROVAL PROCESS –
EVENTS, COMPETITIONS AND COURSES**

Email Subject Line Format: <Event Month Year> Finances" e.g., Cook Course June 2021 Finances

| Course Leader/Event Co-Ordinator (CL/EC) | Regional Team Co-Ordinator (RTC) | Regional Finance Representative (RFR) |

Pre-Event

1. CL/EC sends budget on the applicable Excel template to responsible RTC for approval at least 14 days before event begins. Accompanying email must clearly state the following:
 - a. If an advance is required
 - b. The amount needed
 - c. The bank details of the recipient

Advance cannot exceed projected course income less pre-committed expenses payable via HQ.
2. RTC will approve the budget (and the advance, if requested) by replying (including attachments) and copying in the Accountant (charmaine.dekock@scouts.org.za) Finance Manger (nicky.darcyevans@scouts.org.za), and the RFR (wc.finance@scouts.org.za)
 - a. [If RTC is CL/EC, then send to the RFR for approval (wc.finance@scouts.org.za)].
3. The CL/EC receives participant/entries list from HQ and approves all participants.

Post-Event

1. Within 10 days the CL/EC verifies event attendance with HQ
 - a. The number of applicants listed in the final finance reconciliation, should be all those people who attended the course (and paid for it), as well those who registered, paid and did not attend (and will not be refunded – according to the refund policy)
 - b. Applicants who registered but did not pay or attend should not be included here.
 - c. Applicants registered, paid and are entitled to a refund should not be included here.
2. Within 14 days electronic copies of all finance documents are to be submitted to the RTC.
 - a. In the case of any events or activities that are NOT TRAINING COURSES, the hard copies mentioned must be delivered to HQ at the earliest possible time.
3. All refunds needed should be clearly stated, documented and the recipients' bank details included.
4. Within 7 days the RTC will check the documents as follows:
 - a. Check that all line items in the spreadsheet match the total on a corresponding slip/invoice.
 - b. Check that all expenses were legitimate and reasonable
 - c. Query and resolve any issues with the CL/EC, after which they will:
 - i. Endorse event finance summary via email reply, copying in Accountant and RFR.
 - ii. Approve any refunds required and requested.
5. Finance Staff check that all totals match supporting documents on the spreadsheet and return any queries to the RTC. Once satisfied they will load any approved refunds for payment.
 - a. Should an individual who is owed a refund not supply their bank details within 30 days of the end of the event, the amount will be treated as a donation
6. Any surplus must be paid to regional account within 14 days of the event's end date.

Should a surplus not be returned or an advance accounted for within 14 days, the CL/EC will not be eligible for advances or refunds for other events until this is done

Cash

Cash transactions are to be avoided but if absolutely necessary, need to follow this procedure:

- Cash received must be recorded in a duplicate receipt book and a copy given to person paying.
- Cash given out must match a till slip, invoice, or similar document.
- Cash receipts must form part of the submitted documents to HQ if applicable.
- If there is a surplus of cash, then deposit into Regional bank account and submit slip. Do not drop off cash at HQ.

Cf: Finance, Fundraising and Administration Policy of Scouts South Africa