

| Regional Commissioner (RC) | Regional Property Representative (RPR) | Regional Finance Representative (RFR) |

Important Emails

Please ensure the following emails are used for the process above when specified:

Western Cape Administrator: Eleanor Brown (eleanor.brown@scouts.org.za)

Accountant: Charmaine de Kock (charmaine.dekock@scouts.org.za)

Finance Manager: Nicky D'Arcy-Evans (nicky.darcyevans@scouts.org.za)

Regional Finance Representative: Charles Prince (wc.finance@scouts.org.za)

Regional Property Representative: Aussie Raad (aussie.raad@scouts.org.za)

Process

1. All email communications to copy in following: Finance Manager, Accountant, RFR, relevant RPR.
2. Invoice or quote sent to Western Cape Administrator, Accountant and Finance Manager.
 - a. If an invoice is sent directly to a Property Warden, he/she must email this to the Regional Property Representative for approval, cc'ing all those in 1. above
 - b. Approval is given cc'ing the same people
3. RPR approves the payment/reimbursement, copying all those in 1. above.
 - a. If payment is to RPR, or there is another conflict of interest, approval must come from RFR or, in their absence, the RC.
 - b. If RPR is uncertain then they should consult RFR, or in their absence, the RC.
4. Accountant loads the payment for relevant recipient.
5. Finance Manager or RFR releases the payment.
6. The RFR can then allocate the expense to project or line item with RPR and Finance Staff in CC.
7. The original documents must be delivered to HQ as soon as possible.

Regular recurring expenses such as wages and utility bills are taken care of by HQ
This procedure is for all large or un-budgeted or otherwise extraordinary expenses

Special Approvals

Should one or more of the following conditions be met then prior approval of the RFR is a requirement:

1. Expense exceeds R10 000.
2. Expense does not appear in the approved budget.
3. Expense exceeds 50% of the annual budget for that line item.

The RFR will then consult with the rest of Regional Exco as required

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.
- As soon as more than R2,500 cash is accumulated, it is to be banked before end of week or last banking day of the month, whichever is first.
- Cash given out must match a till slip, invoice, or similar documents.
- Any amount not spent by month end should be banked before last banking day of month
- Cash receipts must form part of the submitted documents to HQ where applicable.
- Any cash remaining at month end must be deposited into Regional bank account and slip submitted.
Do not drop off cash at HQ.

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