WESTERN CAPE SCOUTS

FINANCE APPROVAL PROCESS | EVENTS

| Event Leader – EL | RTC – Regional Team Coordinator | RFR – Regional Finance Representative | SD – Scouts.Digital |

Pre-Event

1. Event Leader sends the budget on the applicable Excel template to responsible RTC for approval at least 14 days before event begins (All Scout based events must be submitted through https://bit.ly/wc-wccr)
2. If an advance is required, the amount must be listed in the Excel sheet, and the bank details must be present.
3. The 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)
4. If an RTC is EL, then send to the RFR for approval (wc.finance@scouts.org.za)
5. All accepted applicants must be marked Guaranteed on Scouts.Digital

Post-Event

1. Within 14 days the EL verifies event attendance with HQ (via SD and the Refund Form as needed):
    a. All applicants that attended must be marked as having Attended and Completed the course on SD
    b. Applicants that did not attend must be sorted into refund scenarios as needed – see REFUND FORM
    c. Those deserving of a refund must be emailed and told to contact HQ asap to provide bank details
    d. All refunds will be processed according to the WC Refund Policy
2. Within 14 days electronic copies of all finance documents are to be submitted to the RTC
    a. Any excess funds left over from the advance (if applicable) must be EFTd to HQ and POP submitted with other documents
    b. None Training Courses require the hard copy receipts to be delivered as soon as is possible
    c. Electronic receipts must be collated on to a PDF document and submitted alongside the Finances document
3. 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 EL, after which they will:
        i. Endorse event finance summary via email reply, copying in Accountant and RFR
        ii. Approve any refunds required and requested
4. 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

Cash

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

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