



# Financial Policies Document

This document outlines the financial protocol governing Vision Afrika and will be definitive in all financial matters.

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## 1. General practice

Funds received will be used exclusively for the objects of Vision Afrika (as per the Constitution) in carrying out Public Benefit Activity approved by the Minister of Finance in Part II, Section 18A of the Ninth Schedule of the Income Tax Act, 1962

Vision Afrika realises that its funding comes mostly out of the hearts and pockets of benefactors and will therefore endeavour to be responsible administrators of said money.

The contents of this document will be subject to revision and change yearly at a fully constituted Management Meeting.

## 2. Income

- All income needs to be deposited and allocated to the relevant bank accounts held by Vision Afrika.
- There is a savings account as well as a current/cheque account for the general income of Vision Afrika being held at ABSA, Stellenbosch. (Account nr. 911 4106 729-savings and 40-7729-2715-cheque)
- Donors to be informed of possible allocations and to be given a chance to decide where sponsorships are to be applied.
- For monies deposited directly into one of the abovementioned accounts the bank statements of the relevant account will serve as proof of the transaction unless the party depositing the money requests a receipt in which case a receipt will be furnished.
- Cash or cheques must be deposited into the relevant Vision Afrika accounts as soon as possible after being received with the provision that receipts must be furnished for such instances.
- All cash and cheques to be deposited into bank accounts and may under no circumstances be used to directly pay for expenses or advances received.
- Interest generated through investments of sponsorships may be utilised for the covering of general expenses unless otherwise stipulated by sponsors.
- Funding received and channelled via the Netherlands account and structure to be declared to Vision Afrika on a 2 monthly basis via a report/bank statement.

### **3. Fundraising**

Fundraising on behalf of Vision Afrika may only be conducted with the permission of the Management Committee (as per minutes of Management Committee meetings).

#### **3.1. Fundraising strategy (National funding proposals)**

- A database will be compiled and updated with details of proposals as well as status of the proposals. This database will be presented as a report to the Operations manager and forwarded to the Management Committee on a monthly basis.
- Applications will be made to large national and international companies, local companies, Charity organisations, Trust Funds and local government authorities after ascertaining the alignment of funding parameters with those of Vision Afrika.
- Individuals will be sourced and invited to join the Visionary Club consisting of individuals sponsoring a set amount of money per month towards the sponsorship of participants.
- These individuals will be furnished with an individualised progress report on a quarterly basis.
- All other sponsors to receive a newsletter (once a term) as well as a general progress report unless requested otherwise.
- Sponsors to receive notification of receipt of funding within 2 weeks of deposit into Vision Afrika bank accounts. The format of acknowledgement will be a thank you letter as well as a tax certificate (Article 18a) issued by the Financial officer.

#### **3.2. Fundraising strategy (International funding proposals).**

- A database will be compiled and updated with details of proposals as well as status of the proposals. This database will be presented as a report to the Operations manager and forwarded to the Management Committee on a monthly basis.
- Applications will be made to large national and international companies, local companies, Charity organisations, Trust Funds and local government authorities after ascertaining the alignment of funding parameters with those of Vision Afrika.
- Individuals will be sourced and invited to join the Visionary Club consisting of individuals sponsoring a set amount of money per month towards the sponsorship of participants.
- These individuals will be furnished with an individualised progress report on a quarterly basis.

- All other sponsors to receive a newsletter (once a term) as well as a general progress report unless requested otherwise.
- Sponsors to receive notification of receipt of funding within 2 weeks of deposit into Vision Afrika bank accounts. The format of acknowledgement will be a thank you letter as well as a tax certificate (Article 18a) issued by the Financial officer.

### **3.3. Fundraising strategy (Events)**

- At least 2 fundraising events per year will be conducted. These events will serve the obvious purpose of raising additional funds.
- Secondary benefits will be that the events could be used as an opportunity to canvas for new members of the Visionary Club. The events also serve as an opportunity for the beneficiaries to interact with the existing sponsors and to showcase skills and talents.
- Types of events:  
A formal dance/dinner with performances by the beneficiaries.  
Picnic style event with performances by the beneficiaries.  
Photo exhibition with auction of photos taken by beneficiaries.

## **4. Expenditure**

### **4.1. Procurement Procedures & General Expenses**

- For expenses less than R2000, cash can be obtained from the Petty Cash officer. Proof of payment to be supplied to the Petty Cash officer as soon as possible. For expenses more than R2000, please refer to 4.5 below. The Petty Cash officer is responsible for reconciliation of the funds and receipts, and will submit it to the Financial Officer for capture.

For general expenses incurred during the running of the project the following protocol shall apply:

- At the beginning of each Financial Year a budget for the coming year shall be presented by the Executive Committee (Excom) to the Management Committee for approval.
- The members of the Executive Committee (Excom) of Vision AfriKa shall be entitled to reimbursements of expenses incurred on the following conditions:
  - The expense is substantiated by a relevant invoice and receipt.
  - The expense does not exceed R2000
  - The expense is a legitimate cost item as per the budget.
  - The expense is signed off by the Financial Officer.
- All expenses shall be entered on the prescribed EXPENSES ALLOCATION FORM (Refer to addendum A).
- On said form allocations to the relevant COST CENTRES will also be made (refer Addendum B for chart of accounts and cost centre codes)

- At the end of each month the completed EXPENSES ALLOCATION FORM will be submitted to the Financial Officer with proof of every transaction attached to it.
- The form shall then be reconciled in the presence of the submittant with any refunds being made via an Internet transfer with the submittant's name and date stated as reference.
- Reimbursements shall only be effected if all verifying documentation is attached.

#### **4.2. Bank & cash handling procedures**

Withdrawal of money out of Vision AfriKa accounts will be handled by **one appointed** person (the Financial Officer) within the Management of Vision AfriKa. Appointment of the Financial Officer shall be effected yearly at a formal Management meeting.

#### **4.3. Travel reimbursements**

- All members of staff and volunteers are entitled to reimbursement of travelling costs incurred for the benefit of the project subject to availability of funds. Claims will be made on the Travel Claims form. (Refer Addendum C)
- The cost per kilometre allocation to be revised once a year by the Management Committee.
- In the case of a single trip exceeding 150km's special permission shall be required from the Executive Committee before commencement of the trip.

#### **4.4. Specific projects and/or expenses exceeding R2000**

In the event of a single expense or a service exceeding the amount of R2000 the following rules shall apply:

- The member of staff of Vision AfriKa requesting the money shall do so in writing (e-mail) to the Executive committee of Vision AfriKa, stating the purpose of the request, the monetary implications (project budget) as well as the relevance to the core focus of Vision AfriKa.
- The members of the Executive Committee shall reply in writing to the Financial Officer stating approval or any objections. In the event of objections the Financial Officer may call a special Executive Committee meeting for the matter to be discussed.
- Only after consensus is reached may the member then proceed to commit to the expense.
- Any breach of this protocol will be deemed to be an unauthorised transaction for which Vision AfriKa will not take responsibility.

- A reconciliation of the project expenses to be completed on an EXPENSES ALLOCATION FORM, and submitted to the Financial Officer for capture.
- Receipts of purchases to be attached to EXPENSES ALLOCATION FORM.

#### **4.5. Telephone costs**

Telephone expenses by members will be reimbursed.

### **5. Human Resource Guidelines & Procedures**

#### **5.1. New employees**

- All prospective employees to be interviewed and appointed by the Executive Committee.
- A contract of employment will be entered into between Vision Afrika and the employee.
- An employee intake form to be completed and submitted to the Financial Officer for capture (refer Addendum D)

#### **5.2 Salaries**

- PAYE (Pay-As-You-Earn) and UIF (Unemployment Insurance) will be deducted from the employee.
- A payslip will be supplied by the Financial Officer to the employee.
- Salaries will be paid monthly on the 25<sup>th</sup>. Where the 25<sup>th</sup> falls on a weekend salaries will be paid on the preceding Friday. Where the 25<sup>th</sup> falls on a public holiday, salaries will be paid on the last working day.
- Salaries shall be revised at regular intervals as determined by the Management Committee.
- Bonuses to be paid out at the discretion of the Management Committee with a full explanation to be furnished at the Annual General Meeting.

### **6. Management & Control of Fixed Assets**

- A detailed schedule of assets will be held at the Vision Afrika offices.
- Use of fixed assets must be requested from and approved by the Administration Co-ordinator.
- For procurement of Fixed Assets, please refer to 4.4 above.

**7. Financial & Management Accounting routines**

- A financial officer will be appointed to draw up monthly statements of the financial position of Vision Afrika.
- These statements will be presented to the Management Committee at their quarterly meetings.

**8. Annual Audit Arrangement**

- An external auditor will be appointed to draw up annual audited statements in accordance with Generally Accepted Accounting Procedures. The financial auditor will be registered with IRBA and will also report on the financial structures and system being utilised by Vision Afrika.
- Information for the financial statements will be supplied to the external auditors by the Financial Officer.
- The report and audited statements will be presented at the Annual General meeting.



## 9. Addendum A: Expenses Allocation Form



### Expenses Allocation Form

Date:		Claim no:	
Withdrawal Amount:			
Name:			

Date	Company	Description	Cost Centre	Amount
				R -

<u>ALLOCATION OF ADVANCES</u>	
Advance received:	R 0.00
Money Back:	R 0.00
Balance:	R 0.00
Total of claim:	R 0.00
Amount due to Company/Claimant:	R 0.00

Signature of claimant: \_\_\_\_\_

Signature of approval: \_\_\_\_\_

### 10. Addendum B: Chart of Accounts and Cost Centre Codes

<u>Account</u>	<u>Description</u>
<b>Financial Category : B35 - Fixed Assets</b>	
6250/010	Computer Equipment - @ Cost
6250/020	Computer Equipment - Accum Depre
6250/000	Computer Equipment - Net Value
6350/010	Furniture & Fittings - @ Cost
6350/020	Furniture & Fittings - Accum Depre
6350/000	Furniture & Fittings - Net value
6100/010	Land & Buildings - @ Cost
6100/020	Land & Buildings - Accum Depre
6100/000	Land & Buildings - Net Value
6200/010	Motor Vehicles - @ Cost
6200/020	Motor Vehicles - Accum Depre
6200/000	Motor Vehicles - Net Value
6300/010	Office Equipment - @ Cost
6300/020	Office Equipment - Accum Depre
6300/000	Office Equipment - Net Value
6600/010	Other Fixed Assets - @ Cost
6600/020	Other Fixed Assets - Accum Depre
6600/000	Other Fixed Assets - Net Value
<b>Financial Category : B40 - Investments</b>	
7100/000	Investments / Deposits
<b>Financial Category : B60 - Bank</b>	
8410/000	ABSA 40 7729 2715
8400/000	ABSA 911 410 6729
8420/000	Petty Cash
<b>Financial Category : I10 - Income</b>	
1500/020	Activity 1 - Expenses
1500/010	Activity 1 - Income
1550/020	Activity 2 - Expenses
1550/010	Activity 2 - Income
1300/030	Building Fund
1000/000	Donation Income
1300/010	Fund Raising Income
1100/000	National Lottery Distribution Trust Fund
1300/099	Other Funds
1300/000	Other Income
1500/000	Special Fund Activity 1
1550/000	Special Fund Activity 2
1200/000	Vineyard Dublin
1400/000	VisionX
1210/000	Vukani Lutsha
1300/020	Youth Fund
<b>Financial Category : I20 - Other Income</b>	
2850/000	Bad Debts Recovered
2710/000	Community Projects
2700/000	Discount Received for Cash
2750/000	Interest Received
2800/000	Pft/Loss on Sale of Non-Current Assets
2900/000	Sundry Income
<b>Financial Category : I25 - Expenses</b>	
2000/000	Fund Raising Expenses

3000/000	Accounting Fees
3050/000	Assets less than R7000
3150/000	Bad Debts
3200/000	Bank Charges
3200/001	Bank Charges - Spaar rekening
3200/002	Bank Charges - Tjek rekening
3250/000	Cleaning
3270/000	Clothing
3290/000	Community Projects
3300/000	Computer Expenses
3350/000	Consulting Fees
3400/000	Courier & Postage
3450/000	Depreciation
3550/000	Discount Allowed for Cash
3600/000	Donations
3650/000	Electricity & Water
3700/000	Entertainment Expenses
3750/000	Equipment
3800/000	General Expenses
3805/000	VisionK - Grade 9
3805/002	VK9 - Camp Accommodation
3805/006	VK9 - Food
3805/007	VK9 - Stationery
3810/000	Vision K - Grade 10
3810/001	VK10 - Camp Food
3810/002	VK10 - Camp Accommodation
3810/006	VK10 - Food
3810/008	VK10 - Transport
3810/009	VK10 - Program Manager
3810/010	VK10 - Outings
3820/000	VisionK - Grade 11
3820/006	VK11 - Food
3820/007	VK11 - Stationery
3820/008	VK11 - Transport
3820/009	VK11 - Program Manager
3820/010	VK11 - Outings
3830/000	Vision K - Grade 12
3830/001	VK12 - Registration fees
3830/002	VK12 - Stationery & Books
3830/004	VK12 - Transport
3830/005	VK12 - Clothing
3830/006	VK12 - Food
3830/007	VK12 - Outing
3840/000	Hosting
3850/000	Insurance
3860/000	VisionV - Grade 10
3860/001	VV10 - Camp Food
3860/002	VV10 - Camp Accommodation
3860/006	VV10 - Food
3860/007	VV10 - Stationery
3860/008	VV10 - Transport
3860/009	VV10 - Program Manager
3860/010	VV10 - Outings
3870/000	VisionV - Grade 11
3870/006	VV11 - Food

3870/008	VV11 - Transport
3870/009	VV11 - Stationery
3870/010	VV11 - Outings
3880/000	VisionV - Grade 12
3890/000	VisionC - Grade 10
3890/002	VC10 - Camp accommodation
3900/000	Interest Paid
3900/001	Interest Paid - Spaar rekening
3900/002	Interest Paid - Tjek rekening
3910/000	Vision Afrika Picnic
3910/002	VA Picnic - Food
3910/003	VA Picnic - Other Expenses
3910/004	VA Picnic - Transport
3920/000	VX
3920/001	VX - Registration fees
3920/002	VX - Other
3920/003	VX - Bursaries
3920/007	VX - Outing
3950/000	Leasing & Hire Costs
4000/000	Legal Fees
4050/000	Magazines & Journals
4060/000	Meeting expenses
4150/000	Motor Vehicle Expenses
4160/000	Picnic
4200/000	Printing & Stationery
4210/000	Psychological Services
4300/000	Rent Paid
4350/000	Repairs & Maintenance
4400/000	Salaries & Wages
4400/001	PAYE UIF
4400/002	Operational Manager
4400/003	Tutoring Coordinator
4400/004	Mlandeli Dingile
4400/005	Bernie Treptow
4400/006	Magdelien Spies
4400/007	Neil Fortuin
4400/008	Nomahlebi Fayindlala
4400/009	Zukisa Xegwana
4400/010	Interns
4410/000	Security
4450/000	Subscriptions - Other
4500/000	Staff Expenses
4510/000	Staff Development
4550/000	Sundry Expenses
4600/000	Telephone & Fax
4650/000	Transport Fees
4700/000	Wages - Casual

## 11. Addendum C: Travel Claim Form

Travel claim

NAME \_\_\_\_\_

EMPLOYEE

NO.

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

Doc no

-

	Date of trip	Route	Reason for trip	Distance	Cost per km	TOTAL
1					R 3.20	R 0.00
2					R 3.20	R 0.00
3					R 3.20	R 0.00
4					R 3.20	R 0.00
5					R 3.20	R 0.00
6					R 3.20	R 0.00
7					R 3.20	R 0.00
8					R 3.20	R 0.00
9					R 3.20	R 0.00
10					R 3.20	R 0.00
<b>TOTAL CLAIM</b>						<b>R 0.00</b>

Receipt Nr: \_\_\_\_\_

Signature of claimant : \_\_\_\_\_

Signature of approval : \_\_\_\_\_

## 12. Addendum D: Staff Intake Form

STAFF INTAKE FORM	
Title	
Surname	
First Names	
Initials	
ID number	
Gender	
Date of Birth	
Marital Status	
Spouse's Name	
Dependents	
<u>RESIDENTIAL ADDRESS:</u>	
Postal code:	
<u>POSTAL ADDRESS:</u>	
Postal Code	
Phone Number	
<u>EMERGENCY CONTACT PERSON</u>	
Emergency Contact Person Phone	
Date Joined	
Occupation	
Tax Reference Number	
<u>BANK DETAILS:</u>	
Bank	
Branch code	
Branch name	
Account Number	
Type of Account	
<u>MEDICAL AID</u>	
Dependents	
Monthly contribution	