

# NATIONAL BARGAINING COUNCIL FOR THE WOOD AND PAPER SECTOR

## FINANCIAL POLICY

(2013)

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## **A CONSTITUTION AND LEGAL REQUIREMENTS**

### **1. NBCWPS CONSTITUTION**

1.1 An Annual General Meetings of the Main Council as per clause 6.1 of the constitution shall be held at least once per year by no later than the end of October or on a date as near as possible after the end of this month to consider and approve, amongst other things, the audited financial statements and the budget for the next financial year.

1.2 The Executive Committee thereafter shall administer the overall budget for the Council.

1.3 The Council shall appoint an external auditor as required by Section 53 of the Labour Relations Act.

### **2. THE LABOUR RELATION ACT**

2.1 The NBCWPS shall comply with Section 53 of the Act as contained below:

2.2 Every council must to the standards of generally accepted accounting practice, principles and procedures:

- (a) keep books and records of its income, expenditure, assets and liabilities; and
- (b) within six months after the end of each financial statements, including at least-
  - (i) a statement of income and expenditure for the previous financial year; and
  - (ii) balance sheet showing its assets, liabilities and financial position as at the end of the previous financial year.

2.3 Each council must arrange for an annual audit of its books and records of account and its financial statements by an auditor who must-

- (a) conduct the audit in accordance with generally accepted auditing standards; and
- (b) report in writing to the council and in that report express an opinion as to whether or not the council has complied with those provisions of its constitution relating to financial matters.

2.4 Every council must-

- (a) make the financial statements and the auditor's report available to the parties to the council or their representatives for inspection; and
- (b) submit those statements and the auditor's report to a meeting of the council as provided for in its constitution.

3. Every council must preserve each of its books of account, supporting vouchers, income and expenditure statements, balance sheets and auditor's reports, in an original or reproduced form, for a period of three years from the end of the financial year to which they relate.
4. The money of a council or of any fund established by a council that is surplus to its requirements or the expenses of the fund may be invested only in-
  - 4.1 savings accounts or fixed deposits in any registered bank or financial institution;
  - 4.2 internal registered stock as contemplated in section 21 of Exchequer Act, 1975 (Act No 66 of 1975);
  - 4.3 a registered unit trust; or
  - 4.4 any other manner approved by the registrar.
5. A council must comply with subsections (1) to (5) in respect of all funds established by it, except for the funds referred to in section 28(3).

## **B ACCOUNTING POLICIES**

The following principal accounting policies shall apply:

### **6 FINANCIAL YEAR**

1. The financial year of the NBCWP shall be from 1 September to 31 August.

### **7 PROPERTY, PLANT AND EQUIPMENT**

7.1 Property, plant and equipment will be stated at historical cost less accumulated depreciation and accumulated impairment losses. Costs will include all costs that are directly attributable to bringing the assets to working condition for their intended use.

7.2 Depreciation will be provided on the straight line basis, over the estimated useful lives of the assets. The depreciation rates applicable to each category of property, plant and equipment would be as follows:

7.2.1 Furniture and fittings	16.67% per annum
7.2.2 Office equipment	25% per annum
7.2.3 Computer equipment	33% per annum

## **8. INCOME**

Levy income is to be recorded in the financial statements on an invoice basis.

## **9. INVESTMENT STRATEGY**

9.1 The criteria to determine the investments would be the following:

9.1.1 Risk of the investment will be conservative.

9.1.2 The investment of funds shall only be within the Republic of South Africa.

9.1.3 The management fees and the associated costs shall be as low as possible without comprising the performance of the investment.

9.2 The investment portfolio should have some degree of liquidity.

9.3 Only funds necessary for the day-to-day functioning of the NBCWPS are maintained in the Current Account. The remainder of the funds must be transferred to a higher interest-bearing account.

## **10. REMUNERATION OF NBCWP STAFF**

10.1 The NBCWPS shall remunerate its staff on a total remuneration package to total costs to employer.

10.2 The NBCWPS shall not purchase motor vehicles for staff of the council noting that provision had already been made in the remuneration package for staff to provide their own means of transport.

10.3 The General Secretary as well as the administration staff must provide their own transport to and from work as well as during working hours to comply with their conditions of employment.

10.4 The General Secretary and the administration staff shall be reimbursed for subsistence and travel in terms of the applicable subsistence and Travel Policy of the NBCWPS.

## **C. SUBSISTENCE AND TRAVEL POLICY OF THE NATIONAL BAGAINING COUNCIL FOR THE WOOD AND PAPER SECTOR**

### **11. PURPOSE OF THE POLICY**

11.1 The main objective of the policy is to outline the responsibilities of both the NBCWPS and its travellers and to establish a code of conduct, which should be adhered to by all parties.

11.2 The ancillary objectives are to reimburse the representatives of parties to the NBCWPS who attend scheduled meetings in respect of subsistence and travel expenses incurred.

11.3 To ensure that the NBCWPS provides an effective and efficient travel arrangement service with the minimum disruption to its meetings and events and to curtail and minimize excess expenditure.

## **12 AIR TRAVEL**

### **12.1 Class of Travel**

All delegates are expected to travel on economy (Y) class. Only in exceptional circumstances will the NBCWPS be permitted to use Business Class.

### **12.2 Preferred Airlines**

The preferred airlines are all carriers providing low cost flying i.e. Mango, Kulula and 1 time. The South African Airways and British Airways would be utilized in the event the low costs airlines are not available. The NBCWPS will endeavour to obtain the maximum discount possible on airfares.

### **12.3 Frequent Flyer Benefits**

The traveller is entitled to accumulate voyager mileage. The NBCWPS, as a corporate entity, will also accumulate voyager miles.

### **12.4 Delegates Travelling Together**

Delegates of the parties must travel together where possible, in an attempt to reduce costs.

### **12.5 Credit for Unused/Cancelled Tickets**

In the event of a total cancellation of an air-ticket that has already been issued, the party responsible for the delegate shall reimburse the NBCWPS the administration fees charged by the airline, provided that on good reason shown to the NBCWPS, the party may not be held liable for such cancelled fee. The travel agent must submit a monthly report of all unused and cancelled tickets to the NBCWPS.

## **13. CAR HIRE**

The Car Rental Companies, which may be used, are; the mainstream companies that provide car hire services in the market.

### **13.1 Vehicle Group**

13.2 In the case of hired car, it must be hired on the Group "T" tariff or Group "A" tariff depending on the season and the need for an air-conditioner. A different group vehicle may be used if it would be cheaper to convey representatives in a larger vehicle or where total travel is in excess of 500 km. Prior permission from the General Secretary of the NBCWPS is required for a higher tariff structure.

### **13.3 Booking Procedure**

The travel co-ordinator of each party must assign a driver and co-drivers (if applicable) to a vehicle for each meeting.

#### **13.4 Duration of Hire**

The General Secretary of the NBCWPS will authorize the duration of all car hire. The NBCWPS shall only pay for authorised usage of the vehicle. Each party shall be responsible for any excess usage of the vehicle which was used without prior authorisation.

#### **13.5 Insurance**

13.6 The NBCWPS will take out an insurance policy which covers the hired vehicles.

13.7 The designated drivers shall under no circumstances hand over the vehicle to another person without informing the car hire company or the NBCWPS.

13.8 In the event the driver hands over the hired vehicle to another person, without the knowledge of the NBCWPS or the car hire company, the relevant party shall be liable for any accident or theft of the vehicle.

13.9 In the event of an accident or theft of the vehicle, the driver shall inform the respective travel coordinator and police within 24 hours. The coordinator will notify the NBCWPS of the accident or theft.

### **14. HOTEL ACCOMMODATION**

The preferred hotel groups are; three (3) and four (4) star graded hotels, as well as 4 Star lodges and Bed and Breakfast establishments.

#### **14.1 Rates**

14.1.1 The Accommodation booked will be for single rooms.

14.1.2 The rates for accommodation (bed, breakfast and dinner) which the NBCWPS may use are as per Annexure B.

14.1.3 The NBCWPS would also pay for parking as an additional cost.

14.1.4 The General Secretary, at his discretion, may authorize expenditure to a maximum amount as per Annexure A for overnight accommodation during the high seasons or as a result of high demand for hotel accommodation.

14.1.5 The NBCWPS will only pay for the accommodation, breakfast, dinner and parking. All costs, other than those specified above, will be borne by the traveler.

14.1.6 The NBCWPS will under no circumstances pay for alcohol, movies, telephones calls, laundry etc. which is billed to the accommodation account.

- 14.1.7 In the event that the delegate is aware that he/she is no longer able to attend the meeting, he/she shall inform his/her travel coordinator immediately, who will then inform the NBCWPS. The NBCWPS shall inform the travel agency to make the necessary arrangements to avoid unnecessary costs being incurred.
- 14.1.8 The party shall be liable for the accommodation cost where the delegate is a “no show.” The travel agency shall the hotel informs the travel agency (including after hours), where a delegate is a “no show” prior to the hotel releasing the accommodation.

## **15. AIRPORT TRANSFERS**

The NBCWPS shall utilize airport transfers if it is the cheapest mode of transporting delegates from the airport to the hotel or venue and back to the airport.

### **15.1 RATES**

- 15.1.1 Parties claiming reimbursement in terms of this policy declare that no other payments in respect of the same trip have been or are made to them or shall be made in the future.
- 15.1.2 Payment for the use of public transport will be reimbursed on production of a receipt.
- 15.1.3 The delegates of the parties will have the choice of the method of travel to and from the meeting. However the reimbursement will be the cheapest of the two available methods of traveling, e.g. airfare or travel by road.
- 15.1.4 In practice this mean the following: an individual in Johannesburg that needs to attend in Cape Town and wants to travel by road will be paid the cheapest rate on a comparison basis between the mode of travel by road or air.
- 15.1.5 Connecting transport will be paid at a rate as per Annexure A over the shortest possible distance. This travel would include
- 15.1.6 Home to airport and back.
- 15.1.7 Airport hotel/ meeting venue and back.
- 15.1.8 Hotel to meeting venue and back when necessary.
- 15.1.9 Toll fees and parking costs will be paid by the NBCWPS on production of a proper receipt.
- 15.1.10 An allowance in respect of subsistence and accommodation per night away from base town is payable as per Annexure B provided that no hotel accommodation is used.
- 15.1.11 A meal allowance per meeting per day will be payable if no official lunch is provided as per Annexure B



15.1.12 The catering cost for NBCWPS meeting shall not exceed a maximum as per Annexure B per head which shall be inclusive of a beverage.

15.1.13 The subsistence for international traveling shall be as per Annexure B.

## **16. PROCEDURE OF CLAIMING**

16.1 Only parties to the NBCWPS may submit claims to the NBCWPS. Claims submitted by individuals shall neither be considered nor paid to individuals.

16.2 No payment shall be made to individuals, only to the parties claiming.

16.3 Parties to NBCWPS shall claim on a quarterly basis, provide proof of scheduled meeting, attendance and other supporting documentation such as receipts in respect of claims. The claim must be submitted on the approved claim form.

16.4 Claims may only be submitted in respect of the delegates who have attended the meeting.

16.5 Parties must indicate to the General Secretary who their delegates to the scheduled meetings will be.

16.6 Payment in respect of alternates attending meetings will only be made if such alternate delegates represent such party in the place of the delegate.

16.7 Delegates must be in attendance for the full duration of the scheduled meeting unless the meeting decides otherwise. The delegates will be required to sign an attendance register. The onus will be on the delegate to ensure that he or she signs the NBCWPS attendance register. The NBCWPS shall not pay for people attending caucuses prior to the meeting and not attending the meeting itself.

16.8 No payment of any kind will be made unless such proof of attendance is produced by the party claiming.

16.9 Should a party fail to submit a claim within one month after closure of the NBCWPS financial year (October to September); they will forfeit the right to claim for that financial year.

## **D. FINANCIAL REGULATIONS**

### **17. MANAGEMENT AUTHORITY**

#### **17.1 Finance Committee**

- (a) The Finance Committee is a standing committee of the NBCWPS made up of one representative from each Employer and one each from Labour (Solidarity, UASA and CEPPWAWU).
- (b) The parties may nominate alternatives to this committee, but must ensure consistency from delegates and/ or alternates at meetings of the Finance Committee.

## **17.2 General Secretary**

- 17.2.1 The General Secretary as the Accounting Officer, co-ordinates the activities of all employees and is responsible to the NBCWPS for:
- 17.2.2 The day-to-day running of the NBCWPS.
- 17.2.3 The accountability, security, custody and control of all resources (including equipment, assets and cash).
- 17.2.4 Ensuring that the Committees of the NBCWPS are given the information necessary to perform their duties and, in particular, that the Committees receive advice on matters concerning compliance with its governing instrument, the law and the need to remain solvent.
- 17.2.5 Review of any reports submitted to the Executive Committee and the Finance Committee.
- 17.2.6 Help to ensure that the business of the NBCWPS is properly conducted.
- 17.2.7 Signing contracts that the Executive Committee has approved, and insurances required by the NBCWPS.
- 17.2.8 Advising on strategy, policy and ensuring implementation of decisions taken by the Executive Committee on financial matters.
- 17.2.9 Preparation and submission of policy recommendations and proposals.
- 17.2.10 The implementation and maintenance of established policy.
- 17.2.11 Recommending courses of action within established policies.
- 17.2.12 All operational decisions on the establishment and its day-to-day control.
- 17.2.13 Preparation and updating of Procedure manuals.

## **18. FINANCES**

### **18.1. Budget**

- 18.1.1 The budget is to be prepared by the General Secretary in a form agreed to by the Finance Committee and in accordance with the objectives of the NBCWPS.
- 18.1.2 The first draft budget must be tabled at the Executive Committee meeting, at least one month before the Annual General Meeting.
- 18.1.3 The budget is to be reviewed and approved by the Annual General meeting.
- 18.1.4 Once approved the budget is to be used as the basis for the Executive Committee to incur expenditure and for comparison with actual monthly/quarterly results.

The Executive Committee should not commit the NBCWPS to, or authorize expenditure that would cause the budget to be exceeded.

18.1.5 Variations in actual income and expenditure against budget must be reported to the Finance/Executive Committee monthly.

18.1.6 Where additional expenditure is identified, authorization is to be sought from the Executive Committee to overspend, either by agreement or by an increase in the overall budget.

18.1.7 Nothing in the financial regulations will prevent the Executive Committee from incurring expenditure which is essential to meet any immediate needs created by an emergency or for authorizing unavoidable expenditure already incurred, subject to their action being discussed beforehand with the Chairperson, and being reported to the subsequent Executive Committee meeting.

## 18.2 Expenditure Authorization

18.2.1 The Executive Committee has approved and is accountable for the following procedures for the authorisation of expenditure commitments and invoices for payment.

18.2.2 expenditure is divided into the following section:

- a) Capital expenditure (covered by the annual budget).
- b) Revenue expenditure (covered by the annual budget).
- c) Monthly expenses (covered by the annual budget).

18.2.3 There are two separate procedures involved in incurring expenditure- taking on the commitment to spend and then approving the invoice after goods or services have been received. Item 18.3.1 relates to taking on the commitment to spend (i.e. procurement). And Item 18.5.5 relates to authorisation levels for invoices.

18.2.4 The NBCWPS shall incur costs for the following meetings only:

NATIONAL MEETINGS	NUMBER OF DELEGATES				TOTAL
	Employers	CEPPWAW U	Solidarity	UASA	
Main Council	12	8	2	2	24
Executive Committee	6	4	1	1	12
Finance Committee	4	1	1	1	7
Annual General Meeting (AGM)	24	16	4	4	48
Annual negotiations for Chambers (4)	37	27	3	5	72

### **18.3. Procurement (ordering)**

#### **18.3.1 Procurement Policy Statement**

- (a) To ensure value for money is obtained for the NBCWPS through the procurement of goods and services in the optimal quantities at the optimal time on the most economical terms from reputable contractors while adopting a responsible attitude to the previously disadvantaged business community.
- (b) To ensure delivery of an acceptable quality of services.
- (c) To be open, honest and fair in all dealings with suppliers.

### **18.4 Establishing a database of Potential Suppliers**

18.4.1 On an annual basis, the Finance Committee will review the database of potential suppliers, by no later than the 31 August preceding the commencement of the NBCWPS financial year.

18.4.2 There will be an invitation for an expression of interest by using one of the following

- Through contact with the Local Chamber of Contractor of Commerce.
- Inviting local contractors to register as 'approved contractors'.
- Advertising the expression of interest in a suitable regional/national newspaper.

### **18.5 Criteria for the selection of suppliers**

No single criteria should take precedence. Information should be obtained from a standard questionnaire.

#### **18.5.1 Value for money**

- i) In areas which are not related to the NBCWPS's core business as well as areas of relatively low volume the lowest tender does not have to be accepted if an alternative supplier in the other areas identified below.
- ii) In areas which are core to the NBCWPS's business, parity in levels of quality, professional ability, track record, price and trading terms is essential.

#### **18.5.2 Capacity to Deliver**

- i) Size of Organisation
- ii) Skills within organisation
- iii) Track record/References.

#### **18.5.3 Financial Viability/Stability**

- i) To manage risk of bankruptcy if contract above certain value/over minimum period of time.
- ii) Insurance certificates/audited accounts/annual reports.

#### **18.5.4 Contribution to Local Economy**

- i) Total number of staff
- ii) Local presence
- iii) Annual turnover  
References/referrals
- i) References must be obtained as part of the Supplier approval process.

### **18.6 Authorisation Levels**

18.6.1 In view of the limited availability of the Chairperson and the Deputy Chairperson to countersign authorization requisition form with the General Secretary, the following authorization levels will apply

#### **18.6.1.1 R5000.00 and below:**

- i) For goods/services estimated to cost R5000.00 and below the General Secretary has the authority to authorise procurement and make payment.
- ii) Such procurement should fall within budget unless otherwise determined by the Executive Committee in which instances a resolution by the Executive Committee should be passed in accordance with the constitution of the Council.
- iii) One written quote should be obtained and retained on file

#### **18.6.1.2 Between R5000.01 and R50 000.00**

- iv) For goods/services estimated to cost between R5000.01 and R50 000.00 the General Secretary has the authority to approve procurement and make payment.
- v) Such procurement should fall within budget unless otherwise determined by the Finance Committee in which instance a resolution shall have been passed in accordance with the constitution of the Council.
- vi) A minimum of two (2) alternative written quotes must be obtained and retained on file.

#### **18.6.1.3 R50,000.01 and above**

- vii) For goods/services estimated to cost R50, 000.01 and above the General Secretary has the authority to approve procurement and make payment.
- viii) Such procurement should fall within budget unless otherwise determined by the Executive Committee in which case a resolution shall be passed in accordance with the constitution of the Council.
- ix) Formal ordering procedures should be followed.
- x) Formal orders should be sourced from at least 3 selected suppliers. See section 18.6.2 'Ordering procedure' below.

#### **18.6.2 Ordering Procedure**

- a) Formal ordering procedures must be applied for goods and services of R50, 000.00 and above.
- b) Formal orders should be sourced from at least 3 selected suppliers from the NBCWPS approved list of 'suppliers' or from identified companies.

### **18.7 Authorization of Payments**

18.7.1 The General Secretary will check and verify the approval of accounts for payment and such approval means that:

The General Secretary will, in line with clause 18.6.1 above, verify and authorize approval of accounts for payment and such approval means that:

- (a) The expenditure is within budget limits or where the expenditure exceeds budget limits, approval has been obtained from the Executive Committee.
- (b) The goods have been received, examined and approved in accordance with the specification and are satisfactory; or
- (c) The work done or services rendered have been satisfactorily carried out.
- (c) The charges represent value for money and where applicable are in accordance with the contract/order/agreement

18.7.2 The invoice is arithmetically correct (including discounts VAT, etc.);

18.7.3 The account code is correct;

18.7.4 No other invoice has been paid in respect of the goods received or work done

18.7.5 The relevant expenditure has been properly incurred on the NBCWPS business,

18.7.6 The signatory has the authority to sign within the relevant expenditure limit;

18.7.7 Where possible payments must be made on original invoices, if it is not the original invoice then either:-

(a) State on the copy for payment where the original invoice/document has gone ensuring that the original and all other copies are clearly marked to show that payment has been authorized on a copy; or

(b) State on the document passed for payment that all efforts have been made to trace the original and any other copies clearly marked to indicate payment made;

(c) The supplier code is correct.

(d)The invoice does not include a brought forward balance. If the invoice does include a brought forward balance then the original invoice must be attached, or if the original invoice cannot be found the same procedure as set out in (18.6.1) above must have been followed.

18.7.8 All payments must be supported by invoices/receipts. In cases of advance payment without invoice, it is the responsibility of the General Secretary authorizing the expenditure to ensure that such documentation is subsequently provided and is marked 'Record purpose only, already paid'.

18.7.9 The expenditure must be charged against the relevant accounting code and not charged against another budget in order to process expenditure.

18.7.10 A cheque requisition form (**Annexure C**) must be completed and attached to the original invoice.

18.7.11 A separate file of all cheque requisitions and invoices must be maintained for each month and retained for at least five years.

18.7.12 The General Secretary will maintain a register of approved signatories.

18.7.13 Any amendment to an invoice/account must be made in ink and initialed by the person making it, briefly stating the reasons.

## **18.8. Monthly expenses**

18.8.1 These comprise salaries and wages, rentals, telephone, electricity and water, postage, stationery, petty cash and maintenance costs.

18.8.2 All payments of authorized benefits will be made by bank transfer, except in special circumstances where a cheque shall be issued.

- 18.8.3 Payments made by cheque must have a cheque requisition form attached to any documentation confirming the expense details and must be filed separately from the invoice records.
- 18.8.4 All records and other pay documents will be in a form approved by the General Secretary.
- 18.8.5 The General Secretary will ensure that all monthly expenses are kept within budget and that the Executive Committee approves all changes that affect cost.

### **18.9 Accounting**

- 18.9.1 The following principles will be observed where possible in the allocation of duties involving financial activity:-
- a) The duties of providing information about money due to or from the NBCWPS and of calculating, checking and recording these sums must be separated as completely as possible from the duty of collecting or paying them; and
  - b) Persons who have the duty of examining and checking the accounts of cash transactions must not themselves be engaged in any of those transactions.
- 18.9.2 The General Secretary will present the first draft of financial statements for the previous financial year within four weeks of the financial year end.
- 18.9.3 The following accounts and accounting records must be kept as a minimum requirement:-
- a) Nominal ledger (including cashbook);
  - b) Purchase ledger and invoices;
  - c) Rent ledger;
  - d) Bank statements;
  - e) Fixed asset register;
  - f) Deposit statements and register
  - g) Loan register;
  - h) Payroll records;
  - i) Levy income schedules.

The records should be kept in a way that complies with the requirements of the South African Revenue Services and in a manner consistent with statutory accounting regulations and good practice.

### **18.10 Banking Arrangements**

- 18.10.1 Banking accounts must only be opened and closed, with the approval of the Executive Committee. Subject to such approval the General Secretary is authorized to make arrangements for the opening, closing and operating of such accounts.



18.10.2 The Executive Committee will delegate to the General Secretary the authority to approve bank transfer subject to the provisions of 18.6.1.

18.10.3 Cheque books can only be ordered when the General Secretary who must make proper arrangements for their custody has obtained approval for payment.

18.10.4 All bank accounts will be reconciled at intervals of not more than one month.

### **18.11 Petty Cash**

18.11.1 The General Secretary will approve the level of petty cash provision, and the petty cash limit, within the annual budget.

18.11.2 Payments out of petty cash will only be for small disbursements and paying properly authorized expenses that cannot be processed in the normal way.

18.11.3 All claims for petty cash must be accompanied by evidence of any disbursement and signed by the claimant and person with the appropriate authority to authorise the expenditure.

18.11.4 The General Secretary will be responsible for ensuring that all cash balances are kept in a locked, safe place.

18.11.5 Personal cheques must not be cashed out of petty cash.

18.11.6 The General Secretary must sign any claim for reimbursement of petty cash.

18.11.7 The petty cash balance should be reconciled at monthly intervals.

### **18.12 Fixed Asset Register**

18.12.1 A fixed register and inventory shall be maintained by the General Secretary recording a description of furniture, fittings and equipment, computers and other capital equipment owned or leased by the NBCWPS.

18.12.2 A separate asset register for each office must be maintained by the General Secretary.

18.12.3 No assets shall be removed, other than in the ordinary course of business, or used other than for the NBCWPS's purposes, except in accordance with specific directions issued by the Executive Committee.

18.12.4 For rules relating to the disposal of fixed assets please refer to Section 20 (Disposals).

18.12.5 The inventory account shall take place on or before the 30 June of each year.

### **18.13 Payroll Administration**

18.13.1 The General Secretary shall keep a file for each employee consisting of all monetary issues including leave records for that financial year. The file shall not contain any disciplinary matters or matters of a personal nature that is not related to the payment of the employees' salary.

18.13.2 The General Secretary shall inform all staff on a monthly basis of the leave outstanding on a year to date basis and shall inform the employee by giving thirty (30) notice of any leave that expires on the employee's anniversary date.

18.13.3 Staff shall be paid electronically on the 25<sup>th</sup> of every month except if the 25<sup>th</sup> falls on a public holiday or a weekend in which case payment shall be made on the previous weekday.

18.13.4 The Pay roll administrator shall audit the salary payment schedule and present such to the General Secretary for signature by not later than the 22<sup>nd</sup> of that month.

18.13.5 The Pay roll administrator shall at all times apply the correct Income Tax Tables.

18.13.6 Staff loans for study purposes are not subject to employees' tax.

18.13.7 Normal subsistence and travel of staff shall be reflected in the monthly salary of the employees.

18.13.8 Any administrative errors in the calculation of an employee's salary must be reported immediately by the Pay roll administrator to the General Secretary.

18.13.9 Any under deduction of PAYE shall be recovered from the affected employee as soon as such under deduction is detected and on such terms and conditions as the General Secretary deems fair and appropriate.

### **18.14 Safekeeping of Assets and Consumables**

18.14.1: It is responsibility of the General Secretary to ensure the safe keeping of all assets and consumables of the NBCWPS.

## **19 Insurances**

19.1 The Executive Committee will be responsible for ensuring that:-

19.1.1 NBCWPS assets are properly insured and the position is reviewed at least annually.

19.1.2 All risks are underwritten by a well-established reputable institution.

19.1.3 All assets are insured against risk.

## 20 Disposals

### 20.1 Disposal Of Furniture, Equipment And Other Assets

20.1.1 No asset with a value of over R2 000.00 (either net book value or market value) may be disposed of or scrapped without the prior approval of the Finance/Executive Committee.

20.1.2 The disposal of assets with a value of less than R2, 000.00 (either net book value or market value) shall require the approval of the General Secretary.

## 21. AUDITING OF COUNCIL FINANCES

### 21.1. Appointment and Retention of Auditors

21.1.1 The Finance Committee must make a firm recommendation each year for either the retention or replacement of the existing External Auditors. It may also be appropriate for the committee to advise management on the fees payable to the Auditors.

## ANNEXURE A

### SCHEDULE OF RATES

#### SUBSISTENCE AND TRAVEL

1.	<b>Hotel Accommodation</b>	
1.1	Bed and breakfast	R795.00
1.2	Dinner (which includes one soft drink)	R165.00
1.3	Maximum amount the General Secretary may incur during high seasons (bed and breakfast only)	R900.00
2.	<b>Travel</b>	
2.1	Road: Rate per kilometer traveled	R2.61
2.2	Air: Class of travel	Economy class only
2.3	Car Hire: Group "T" or Group "A" vehicles are to be used. A different group vehicle may be used if it would be cheaper to convey representatives in a such vehicle or where	Group T or A

	total travel is in excess of 500km.	
3.	<b>Subsistence</b>	
3.1	Overnight allowance (provided no hotel is used)	R200.00
3.2	Meal allowance (only applicable if the NBCWPS does not provide lunch)	R95.00
3.3	Maximum catering cost per head for all NBCWPS meetings	R100.00
3.4	International traveling	Us \$100 <i>per diem</i>

### Annexure B

#### CLAIM FOR SUBSISTENCE AND/OR TRAVEL ALLOWANCE

<b>Rates:</b>		Claim number:
1) Travel	R2.61	
2) If no meal is provided at meeting	R95.00	
3) Hotel accommodation	R795.00 per day	
4) Overnight if hotel accommodation is not used	R200.00 per night	

#### 1. PERSONAL DETAILS/PERSOONLIKE SESONDERHEDE

Surname Van		Initials Voorletters	
Address adress			
Code/Kode			
Model Car Tipe Motor		Registration No	

#### 2. PURPOSE OF JOURNEY/DOEL VAN RIT

Date/Datum	
Details/Besonderhede	

Point of departure Vertretpunt		Km Reading Km lesing	
Venue of meeting Plek van vergadering		Km Reading Km lesing	
Destination (return journey) Bestemming (terugreis)		Km Reading Km lesing	
Total number of kilometres/Totale getal kilometres			

#### 3. TRAVEL EXPENSE/REISKOSTE

3.1	..... Km @ R2.61 per km	=	R.....
3.2	Train or air fare/Trein of vlugkoste	=	R.....

3.3 Bus fare/buskoste = R.....

**4. ACCOMMODATION ALLOWANCE/VERBLYFTOELAE**

**4.1 Accommodation/Verblyf**

FROM Vanaf:	AM/PM ON VM/NM OP:	TO TOT:	AM/PM ON VM/NM OF:
----------------	-----------------------	------------	-----------------------

**NUMBER OF PERIODS**

GETAL PERIODES.....@ R795.00                      R200.00  
Per day    Per night                      = R.....

4.2 MEAL PROVISION  
ETE VOORSIENING.....@ R95.00                      = R.....

**TOTAL**                      = R.....

**5. OTHER DELEGATES/ANDER AFGEVAARDIGDES**

Names of other delegates travelling with you

.....  
.....  
.....

I certify that the above information is correct  
Ek sertifiseer dat bostaande inligting korrek is

.....  
**SIGNATURE**

.....  
**DATE/DATUM**

<b>Checked and approved/Gekontroleer en goedgekeur</b>	
..... <b>SECRETARY/SEKRETARIS</b>	..... <b>DATE/DATUM</b>

**ANNEXURE C**

**REQUISITION FORM**

PAYEE :  
AMOUNT :

CHEQUE/EFT :  
VAT NO. :  
DETAILS :

Description/Item	Code	Date of payment	Amount

PREPARED BY: -----

AUTHORISING SIGNATURE: \_\_\_\_\_  
GENERAL SECRETARY

	COLLECTED		DELIVERED		DEPOSITED
NAME					
SIGNATURE					