



SCOUTS[®]
South Africa

Property Policy

Version 2016v1

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Preamble

This policy governs all properties connected to SSA, both movable and immovable. It is to be read in conjunction with all other SSA policies and has been created in an effort to aid individual Scout groups and other organs of SSA.

Revision Approval

This revision of the Property Policy was approved for publication at the SCOUTS South Africa Executive Committee

Meeting held on 4 July 2016 by the committee comprising:

Mr S Vilane; Dr B Hausberger; Mr K Mdaka; Mr D Robinson; Mr G Sagat; Mr H Sibande; Ms M Siebrits and Mr A Tanner.

Policy Details

1. PROPERTY

All property acquired by any organ of SCOUTS South Africa (SSA), is to be vested in SSA in its full legal title:

1.1. "SCOUTS South Africa"

- 1.1.1. All property is vested in SSA, but in terms of the SPA, as long as SSA's Property Policy is adhered to, effective control will be enjoyed by the individual Scout Group concerned.
- 1.1.2. No buildings for Scout purposes shall be erected on any property unless the individual Scout Group or respective organ of SSA has complied with the guidelines in SSA Property policy.

1.2. PROPERTY - Mortgaged

- 1.2.1. Any property vested in SSA and utilised by an individual Scout Group, or any part of SSA, may not be mortgaged or used as security for any loan.

1.3. PROPERTY – Capital expenditure

- 1.3.1. Any individual Scout Group, or any part of SSA planning to incur capital expenditure on property under its control, must draft a sound financial budget before commencing any such capital expenditure.
 - 1.3.1.1. Where such expenditure is in excess of R50,000 the prior approval of National Property Committee, must be obtained.
 - 1.3.1.2. Where the expenditure is in excess of R300,000 the prior approval of the National Finance Committee is required.
 - 1.3.1.3. The financial values referred to above are the gross amounts to be spent i.e. not the net amounts after any donor funding.

1.4. PROPERTY – Sponsored groups & Joint ownership

- 1.4.1. An individual Scout Group, or any part of SSA wishing to hold property jointly with any other organisation, must first submit an agreement setting out the rights and obligations of the parties, to the National Property Committee, for approval.
 - 1.4.1.1. In the case of a Sponsored Group it is necessary to determine in the first place what part of the property, if any, belongs to the Individual Scout group itself and not to the Sponsoring Authority; and this decision should be recorded in a letter of agreement between the Individual Scout group Committee and the Sponsoring Authority.
 - 1.4.1.2. A schedule of Individual Scout group property in excess of R1,000 must be submitted each year to the National Property Committee and to the Regional Property Representative. In the case of a Sponsored Group the schedule should be countersigned by the Sponsoring Authority.

1.5. PROPERTY – Disposal

- 1.5.1. When land or buildings belonging to an individual Scout Group or any organ of SSA are to be sold or otherwise disposed of, prior consent must be obtained from the National Property Committee. This permission must be ratified by the SSA Exco. The proceeds from the disposal will be transferred to a reserve fund set up by the Scout Foundation for the benefit of the individual Scout Group or other organ of SSA.
- 1.5.2. Where the purpose for which the asset was held has become redundant and remained redundant for more than 5 years from the last Scout activity on the property the proceeds will be used for the benefit of SSA at Regional and or National level. The SSA Exco will determine the actual allocation of funds.
- 1.5.3. The property of SSA as used by an individual Scout Group, or any organ of SSA which ceases to exist will automatically pass to the National Property Committee as appropriate unless there is some pre-existing arrangement by which the effective control of the property passes to another beneficiary. Such a pre-existing agreement would have to have been endorsed by the National Property Agreement. The property will be kept for five years. In the distribution thereof, priority will be given, in consultation with the Regional Commissioner, to groups in the greatest need and closest proximity to the Group that ceased to exist.

1.6. PROPERTY – Leasing, Hiring (including hiring of Equipment)

- 1.6.1. Individual Scout groups must be properly accommodated and equipped in order to carry out their training programmes.
- 1.6.2. The Individual Scout Group committee must concern itself with all legal requirements relevant to the ownership of all property and equipment and to the leasing and hiring of equipment.
- 1.6.3. Where a formal lease agreement is entered into, in respect of all freehold and leasehold land (with or without buildings) it must be done in the name of SSA- Group Name, and a copy of the Committee meeting minutes or resolution confirming the group wish to enter into the lease, agree with the terms and mandate the Regional team to sign on their behalf be attached to the file copy of the lease agreement. The lease agreement shall be signed by or witnessed by either of the Regional Property Chair (or a member of the National Property Committee) and the Regional Commissioner (or member of the Regional Support Team).
- 1.6.4. Before entering into a new lease agreement the Group Committee or Regional team as relevant shall present a budget and development plan to the District Commissioner, Regional Commissioner and Regional Property Chair for endorsement.

1.7. PROPERTY –Register, Levies and Rates

- 1.7.1. Every individual Scout group, or any organ of SSA which has ownership, occupation or effective control of any land is required to register such with the

National Property Committee. It is the responsibility of the respective organs of SSA to maintain the integrity of their respective property registers on the National Property Database. All property registers are to be up to date as at 31 October for reporting purposes. The individual Scout Group, or any organ of SSA must ensure through their Treasurer that all statutory duties and obligations imposed by Local, Provincial and National Government are fulfilled and all possible relief from municipal rates is obtained.

1.8. PROPERTY – Budget requirements

1.8.1. All properties that are utilised or controlled outside of the Social Partnership Agreement with a specific group such as camping grounds and the like (as referred to in the Constitution) shall present an annual budget to the National Property Committee for approval, at least one month prior to the start of each financial year. The National Property Committee will not have the authority to approve a loss making budget unless it is a short term loss and is fully motivated.

1.9. PROPERTY – Land usage

1.9.1. The individual Scout group, or organ of SSA should obtain a formal written authority and a written lease agreement which is signed in accordance with clause 1.6.3 above for any land (with or without buildings) which they do not own and which is to be occupied or made use of for a substantial period of time.

1.9.2. There shall be no capital expenditure incurred in respect of any such land or buildings unless a minimum 10 year lease (preferably a 10 year plus optional 10 year) is in place and/or such expenditure is considered justifiable by the National Property Committee.

1.9.3. No new building, additions, alterations of capital expenditure shall be commenced without approved local authority plans being in place and a full project budget showing the detailed cost and source of funding by Group or Region has been endorsed by the National Property Committee representative. Finance procedures must be in line with the National Finance Policy.

1.9.4. The individual Scout Group Treasurer must ensure that all possible relief from municipal rates and levies is obtained.

1.9.5. The Scout Group responsible for the leased or owned land shall ensure that the premises are maintained, surrounds clean, neighbours respected and all terms of the lease or title deeds are fully adhered to.

2. MOTOR VEHICLES, TRAILERS, VESSELS AND AIRCRAFT

2.1. The Treasurer of the individual Scout group, or any other organ of SSA must ensure that motor vehicles, trailers, vessels and aircraft owned are properly registered, licensed and insured as necessary and that all legal requirements as to their condition, testing or any other matter are fulfilled.

- 2.2. All such must be registered either in the name of the individual Scout Group or SSA.

3. EQUIPMENT

- 3.1. The Treasurer of the individual Scout group, or other organ of SSA must maintain proper inventories of all controlled equipment in excess of R1000 in value. This includes but is not limited to furniture, training equipment, musical instruments etc.

4. SAFE CUSTODY OF DOCUMENTS

- 4.1. The Treasurer of individual Scout group, or other organ of SSA must ensure that documents relating to the ownership of property and equipment and all other legal and official documents, together with any documents of historical importance or interest are kept in a safe place.
- 4.2. Specific documents that must be safeguarded at the SSA National Office are notarial certified copies of:
 - 4.2.1. title deeds to land or buildings;
 - 4.2.2. stock and share certificates;
 - 4.2.3. registration documents issued by SSA;
 - 4.2.4. documents relating to motor vehicles, trailers, vessels and aircraft;
 - 4.2.5. insurance policies.

Amendment Submission Contact Details

While every attempt is made to ensure that the contents of this Policy are correct and consistent at the time of publication, the changing nature of SSA and the communities that we serve is acknowledged, and as living documents this Policy should and will require correction and amendment from time to time.

Any proposals for amendment of the contents of this policy should be submitted in line with the process described in the standing Organisation Rules in effect at the time of submission of the proposed amendment.

The proposed amendments for this document should be submitted to:

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