



**SCOUTS**<sup>®</sup>  
South Africa

# Finance, Fundraising and Administration Policy

Version 2019/v1  
Revision Date: 14 May 2019

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## **Preamble**

### **Legal entity**

The Scouting Movement, and all units thereof, in the Republic of South Africa is represented by a single legal entity, namely SCOUTS South Africa (SSA). All financial accounting and reporting (with the exception of the individual Scout Groups and Districts) will be consolidated under the name of SCOUTS South Africa. For avoidance of doubt, this will include all national and Regional camps and campsites, events and training activities, other than those carried out by individual Scout Groups or Districts.

### **One Finance, Fundraising & Administration policy**

There shall be one Finance, Fundraising and Administration Policy applicable to all units, structures and members of SSA including all individual Scout Groups. Failure to comply with the policy, procedures and rules as set out will result in that Group acting ultra vires to the Constitution and accordingly will no longer be in 'good standing' with SSA (refer to the Organisational Rules Section 5) and may lead to further legal action should the contravention warrant that action.

### **Accountability**

All members and all employees or contracted service providers who accept positions of financial or administrative responsibility, which includes members accepting financial or administrative responsibility for an event etc. shall be accountable to the Financial Office bearer at the next reporting level and, through them, to the Chair: National Finance Committee or CEO, as applicable.

All income and expenditure must be accounted for by way of annual financial statements or financial reports as required by this policy. Any members and all employees or contracted service providers who accept a position of financial or administrative responsibility are required to make themselves fully conversant with all the relevant policies and procedures of SCOUTS South Africa.

## **Revision Approval**

This revision of the Finance, Fundraising and Administration Policy was approved for publication at the SCOUTS South Africa Management Committee meeting on 14 May 2019 by the committee comprising:

Dr Brendon Hausberger, Mr Khonzaphi Mdaka, Ms Jeanette Angus, Mr Cameron Belling, Ms Joy Hutchinson, Ms Milly Siebrits, Mr Peter Statham, Mr John Sturgeon, Mr Robert Surgison, Mr Andrew Tanner, Ms Sheila Tanner and Ms Adrienne van der Watt.

The Policy was ratified by the Scout Board on 12 June 2019.

# **1. FINANCE PROCESSES AND REPORTING**

This document is compiled in such a manner that the requirements in respect of financial reporting at each level are fully detailed in that level's section in this part 1.

## **1.1. SCOUTS South Africa National Office**

### **1.1.1. Financial Year**

The financial year is from 1 October to 30 September the following year.

### **1.1.2. Financial Reporting**

Accounting records for the national operations of SSA, specifically including the National Office, national events, national campsites and national projects and those produced in the name of, or on behalf of SCOUTS South Africa (previously South African Scout Association) must be accounted for by using standard accounting practices. These accounting records must be available at all times in order to allow for the scrutiny thereof by the Scout Management Committee (Manco) or the Board of SSA (as referred to in the Constitution and Organisational Rules) or any person or body to which the Board or Manco delegate said authority.

The National Office is required to produce audited Annual Financial Statements (AFS) in a format approved by the National Finance Committee and signed by an independent firm of auditors, who are approved by the Board of SSA. The presentation of the AFS for approval to the Board shall be within six months after year-end. The AFS as presented will not include the financial statements and assets of individual Scout Groups or Districts.

The AFS will include, to the extent possible, the consolidated Regional accounts. The Manco will develop and implement a strategy to consolidate the Regional accounts into the national AFS at the earliest possible date.

After approval by the Board, the summary of the AFS are to be made available through inclusion in the Annual Report published on the website.

### **1.1.3. Budget Preparation and Approval**

#### **1.1.3.1. SSA Manco**

The SSA Manco shall present an annual budget, which shall incorporate all financial activities of the National Office and Regions at least one month prior to the commencement of the financial year, through the Chief Scout, for approval by the Board of SSA.

#### **1.1.3.2. National Properties**

Budget must be prepared and presented as per the SSA Property Policy for those properties directly overseen and managed by SSA National Office.

#### 1.1.3.3. International and National camps, events and training activities

- (a) All such camps, events and training activities shall be self-financing and a budget showing how this is to be achieved shall be among the first planning tools for the activity. The activity organiser will need to determine the closing date for entries and the minimum number of participants to make it financially viable. Should the minimum number for financial viability not be achieved by the closing date consideration will be given to cancelling the activity unless either the National Finance Committee, or Chair: National Finance Committee and Manco endorse an additional time period. All such activities shall rely solely on funding from participants and/or secured donor funding.
- (b) All funds and financial transactions for these events shall be managed by the National Office and processed through an account managed by the National Office.
- (c) An Administration fee, payable to the National Office of 5% of the total income, must be provided for in the preparation of the budget for the event.
- (d) Prior to the activity taking place, should the National Office be required to release any funding to cover expenditure relating to the activity, such release shall only be made up to the value of funds received from registered and paid participants, donations, or surpluses from previous events which have been ring fenced for the event, unless specifically approved by the National Finance Chair and CEO.
- (e) All such national camps, events and training activities, which do not form part of the approved national budget, shall be required to present a budget to the National Finance Committee of SSA for approval at least three months prior to the activity, or before the fee is set for the activity, whichever comes first.
- (f) From time to time national events may make a surplus, after having provided for capital expenditure and running costs. The surplus shall be divided as follows:
  - 25% to the Region hosting the event.
  - 25% towards the national programmes for the branch within which the event was held, i.e. Meerkats, Cubs, Scouts, Rovers or Adults.
  - 50% towards sponsoring Groups and/or Scouts who may not otherwise be able to attend such events in the future. These fund will be held in trust by the Scout Foundation, and released on application by event organiser, which must be approved by the Chair: National Finance Committee.
- (g) From time to time an organised participation of a SSA contingent in international events may make a surplus, after having provided for capital expenditure and running costs. The surplus shall be divided as follows:
  - 50% towards the national programmes.
  - 50% towards sponsoring Groups and/or Scouts who may not otherwise be able to attend such events in the future. These fund will be held in trust by the Scout Foundation, and released on application by the event organiser, which must be approved by the Chair: National Finance Committee.

#### **1.1.4. Bank accounts**

All bank accounts opened by the National Office shall be opened in the name of SCOUTS South Africa and these must be reported by the CEO to the National Finance

Committee on an annual basis, by the 31st of October of each year, setting out the account name, number, list of signatories, balance at year-end and the purpose for which that specific account is held.

All National Office bank accounts shall require at least three authorised signatories. The Chief Executive Officer and Chief Scout shall always be signatories to the bank accounts. The Board will have the authority to appoint additional signatories to the respective bank accounts. All cheque and electronic funds transfer payments will require two authorised signatories.

It is noted that the bank accounts of any structure in SCOUTS South Africa are funds of SCOUTS South Africa.

#### **1.1.5. Accounting for Reserve Funds**

All reserve funds of the National Office, defined as being funds held for safekeeping for a specific purpose, will, with the exception of specific project related funding, be invested by the National Office with the Scout Foundation at the time of being declared as reserve funds. Any dispute as to the definition of reserve funds will be referred to the Chief Scout or Chair: National Finance Committee, whose decision will be final.

#### **1.1.6. Membership fees**

An annual membership shall be paid by the National Office to World Organisation of Scout Movements on behalf of all members in line with the standing policy of WOSM in respect of such fees. Within the Africa Scout Region a membership fee may also be applicable and payable by the National Office.

The funding of the National Office is, in part, secured from membership fees derived from the Regions. The National Office will, on an annual basis, agree with the National Finance Committee, which may include the Regional Finance Representative, from each Region, or if that role is vacant, the Regional Commissioner, a membership fee payable by each Region to National.

#### **1.1.7. National Finance Committee**

At National level the Chair: National Finance Committee (as defined in the Organisational Rules Section 8) shall be responsible for the financial accountability of the National Office. In this regard they shall report to the CEO and ultimately the Board through the Chief Scout.

### **1.2. Regional offices, properties, camps, events and training activities**

#### **1.2.1. Financial Year**

The financial year is from 1 October to 30 September the following year.

### **1.2.2. Financial Reporting**

The Regional Finance Representative, or if that role is vacant, the Regional Commissioner, shall be responsible for the proper control, administration, and investment of all funds held by, or on behalf of, the Region.

Accounting records produced in the name of the Regions must be accounted for by using standard accounting practices. These accounting records must be available at all times in order to allow for the scrutiny thereof by the Regional Commissioner, the Chair: National Finance Committee or representative, or a Manco appointed representative.

All Regions not consolidated as part of the SSA AFS, are required to:

- prepare annual financial statements (AFS) in a format approved by the National Finance Committee, and signed off by an independent person with financial expertise, as well as the Regional Commissioner and the Regional Finance Representative;
- submit the AFS to the National Office, within 5 months of the financial year end;
- present the AFS at an Annual Regional Review Meeting of the Region within 6 months of the financial year end.

After review of the submitted AFS, the National Finance Committee will either confirm acceptance of the AFS, or may request, for grounds which must be tabled to the Region, that the financial statements be reviewed/audited. Such review/audit will be at the cost of the Region.

### **1.2.3. Budget Preparation and Approval**

#### **1.2.3.1. Regional Budget**

The Regional Finance Representatives will be required to prepare, in consultation with the Regional Commissioner, a budget for the Region. This budget shall be prepared and submitted to the Chair: National Finance Committee at least 3 months before the start of the financial year, for inclusion in the national budget. The Chair: National Finance Committee shall not be permitted to approve a loss making budget, unless appropriate and relevant funding exists to make up such shortfall.

The Regional budget shall include the budget line items relating to the Regional properties as detailed below.

#### **1.2.3.2. Regional Properties**

As per the SSA Property Policy all properties which fall under the direct control of a Region, shall present an annual budget to the Regional Property Representative and the Regional Finance Representative for approval, at least 3 month prior to the start of each financial year. The Regional Property Representative shall not have the authority to approve a loss making budget unless it is a short term loss, suitable

provisions have been made to cover the projected loss and it is fully motivated and approved by the Regional Finance Representative.

1.2.3.3. Regional camps, events and training activities

- (a) All Regional camps, events and training activities shall be self-financing and a budget showing how this is to be achieved shall be among the first planning tools for the activity. The activity organiser will need to determine the closing date for entries and the minimum number of participants to make it financially viable. Should the minimum number for financial viability not be achieved by the closing date, consideration will be given to cancelling the activity unless the Regional Finance Representative and the Regional Commissioner endorse an additional time period. All such activities shall rely solely on funding from participants and/or secured donor funding.
- (b) All funds and financial transactions for these events shall be managed by the Regional Finance Representative/Regional Office or a person specifically appointed by the Regional Finance Representative and processed through an account approved and managed by the Region.
- (c) An Administration fee not exceeding 5% of the total income may be levied by the Region.
- (d) Prior to the activity taking place, should the Region be required to release any funding to cover expenditure relating to the activity, such release shall only be made up to the value of funds received from registered and paid participants or surplus of a previous event ring-fenced for this purpose.
- (e) From time to time Regional events (with a gross income of more than R100,000) may make a surplus, after having provided for capital expenditure and running costs. The surplus shall be divided as follows:
  - 50% towards the Regional programme fund.
  - 50% towards sponsoring Groups and/or Scouts who may not otherwise be able to attend such events in the future. This 50% will be held in trust by the Scout Foundation and released on application by the event organiser, which must be approved by Regional Finance Representative or Commissioner.

1.2.3.4. Events with gross income less than R30,000

All Regional camps, events and training activities with an income Budget of less than R30,000, are the responsibility of the Camp Chief, Course Director or Regional Commissioner, as agreed for the event.

1.2.3.5. Events with gross income between R30,000 and R300,000

All Regional camps, events and training activities with an income Budget of less than R300,000 but more than R30,000, that are not in the approved Regional budget shall be required to present such budget to the Regional Finance Representative for approval at least two months prior to the activity, or before a fee is set for the activity, whichever comes first.



1.2.3.6. Events with gross income of R300,000 and more

All Regional camps, events and training activities with an income Budget of greater than R300,000, and not in the approved Regional Budget, shall be required to present such budget to the Regional Finance Representative of the Region and the Chair: National Finance Committee for approval at least three months prior to the activity, or before a fee is set for the activity, whichever comes first.

**1.2.4. Bank Accounts**

All bank accounts opened by the Region shall be opened in the name of SCOUTS South Africa: Region Name and these must be reported by the Regional Finance Representative to the National Finance Committee on an annual basis, by the 31st of October of each year, setting out the Bank, account name and number, list of signatories, balance at year-end and the purpose for which that specific account is held.

All Regional bank accounts shall require at least three authorised signatories. The Regional Finance Representative, Regional Commissioner and SSA CEO, or signatory designated by the SSA CEO, shall always be signatories to these bank accounts. The Regional Commissioner and Regional Finance Representative will have the authority to appoint additional signatories to the respective bank accounts. All cheque and electronic funds transfer payments should require two authorised signatories.

It is noted that the funds held in any bank accounts of any Regional structure or unit in SCOUTS South Africa are funds of SCOUTS South Africa.

**1.2.5. Accounting for Reserve Funds**

All reserve funds of the Region, in excess of R100,000 and being funds held for safekeeping for a specific purpose, with the exception of specific project related funding, will be invested and ring-fenced for the purpose with the Scout Foundation at the time of being declared as reserve funds. Any dispute as to the definition of reserve funds will be referred to the Regional Commissioner and Regional Finance Representative, whose decision will be final.

**1.2.6. Regional Fees**

An annual membership fee shall be paid by the Region to the National Office on behalf of all groups in the Region. The fee payable to the National Office and the dates of payment thereof will be set out on an annual basis by National.

The funding of the Region is, in part, secured from membership fees derived from the Groups in the Region. Should the Region collect fees over and above the membership fee payable to the National Office, then the Region will, on an annual basis, set a membership fee payable by each Group to the Region. The fee payable for the

following financial year will be presented at a Regional meeting at which the Regional budget for the following year is presented.

#### **1.2.7. Regional Finance Representative**

Each Region shall have a Regional Finance Representative who will report to the National Finance Committee and the Regional Commissioner. The Regional Finance Representative will be appointed as detailed in the Adult Support Policy.

### **1.3. Districts**

This section is under further review and will be updated in the next revision of the policy. It is the responsibility of the District Commissioner to ensure that appropriate records are kept for any funds held in the name of or on behalf of a District, and good governance, in line with the principles set out above for Regions, is exercised over the accounts and the funds held in the name of the District.

All bank accounts opened by the District shall be in the name of SCOUTS South Africa: District Name and these must be reported to the Regional Finance Representative on an annual basis, by the 31<sup>st</sup> of October of each year, setting out the Bank, account name and number, list of signatories, balance at year-end and the purpose for which that specific account is held.

### **1.4. Individual Scout Groups**

#### **1.4.1. Financial Year**

The financial year is from 1 October to 30 September the following year.

#### **1.4.2. Financial Reporting**

The Group Treasurer, or if that role is vacant, the Scout Group Leader shall be responsible for the proper control, administration, and investment of all funds held by, or on behalf of, the Group.

All individual Scout Group funds are to be received and accounted for by the Group Treasurer, who shall be responsible for keeping accurate accounting records and for the drafting of Annual Financial Statements (AFS) of the Group.

Accounting records produced in the name of the individual Scout Group must be accounted for by way of standard accounting practice. These accounting records must be available at all times in order to allow for the scrutiny thereof by the Regional Finance Representative, or Regional Commissioner or their appointed representative.

All Groups are required to:

- produce AFS in a format recommended by the National Finance Committee, and signed off by an independent person with financial expertise, as well as the Scout Group Leader and the Group Treasurer;
- present the AFS for approval at the annual general meeting of the Group, School Governing Body or Board of an NGO, whichever is relevant;
- submit the AFS to the Regional Office, within five (5) months of the financial year end for the Regional Finance Representative review.

If the Annual gross income or expenditure of the Group is more than R500,000, the Regional Finance Representative may ask for an independent review.

#### **1.4.3. Budget Approval**

All individual Scout Group camps, events and training activities shall be self-funded.

The Treasurer and Committee shall annually, before the end of the financial year, prepare a budget, including fees payable, for the following year for approval at the Group AGM. These budgets must be available for review by the Regional Finance Representative, if required.

#### **1.4.4. Bank Accounts**

All bank accounts opened by the individual Scout Group, must be opened in the name of SCOUTS South Africa, followed by the name of the Group. The details of these bank accounts must be reported to the Regional Office on an annual basis, by the 30 November of each year, setting out the Bank and account name, number, balance at year-end and the purpose for which that specific account is held.

All bank accounts shall require at least three authorised signatories. One of the signatories needs to be a representative from the Regional Management team. If a Group closes, the contents of the bank account, after settlement of outstanding debts, will be transferred to the Scout Foundation via the Regional Finance Representative, to be held for the reopening of the Group for a period of five years from the date that the Group ceases to operate. If an individual Scout Group does not open servicing the same municipal ward within that five year period, the funds will continue to be held by the Scout Foundation but the benefit thereof will transfer to the region in which the Group was held at the time of closing.

It is noted that the funds in all bank accounts held by any Group or unit in SCOUTS South Africa are funds of SCOUTS South Africa.

#### **1.4.5. Accounting for Reserve Funds**

Reserve funds are those funds that are in excess of R100,000 and not budgeted to be utilised in the next 12 months or funds arising from the sale of any capital asset, for example fixed property. All properties are assets of SSA, and the capital funds derived

from their sale, are required to be held by the Scout Foundation on behalf of SSA and the respective Group.

#### **1.4.6. Membership fee**

An annual Membership fee shall be paid to the Regional Office by each individual Scout Group. The amount of the fee shall be tabled on an annual basis at the Annual Regional Review Meeting of the Region. The annual membership fee must be paid on due dates as specified by the Region.

Membership fees charged to the individual members of a Scout Group level shall be agreed at the Annual General Meeting of the that Group's Committee. The Membership fee paid by the members to the individual Scout Group must be used for the operation and development of the activities of the Group as detailed in the approved Budget of the Group.

All funds raised by an individual Scout Group will be applied solely for the funding of the Group's operations, activities and Regional responsibilities.

### **1.5. The Scout Foundation**

The objective of The Scout Foundation is to manage, secure and invest to grow funds held and generate additional funds for the financing of SCOUTS South Africa (Article 5). As such, The Scout Foundation has both a fundraising and fund management function. The Scout Foundation shall hold in trust all monies received from the disposal of Scout fixed properties or assets, or other reserve funds wherever and however they may originate. The investment and governance criteria will be agreed, before monies are transferred to the Scout Foundation, by the applicable Group, Region or any other body and the Scout Foundation in writing. The Regional Finance Representative must also be a signatory where the funds arise within a Region, District or Group.

Capital proceeds thus received will be accounted for as a reserve fund under administration in the name of the individual Scout Group or other such body having disposed of such fixed assets or having ownership of such Reserve fund. These funds will be managed in accordance with the written agreement between the entity and the Scout Foundation. Up to 50% of the income earned annually on the capital proceeds may be used for the development of scouting and/or for operational expenses by the body having placed the funds. Investment income not utilised will accrue to the capital balance of that reserve fund.

10%, or a percentage negotiated upfront for sums exceeding R500,000, of the investment income earned on these funds annually shall be paid to the account of The Scout Foundation/National Office to defray the costs of the Foundation.

Example: R100,000 capital is invested. The investment income received for the year is R6,000:

- 50% can be used towards development or operational expenses: R3,000
- 10% is paid to defray the Scout Foundation/National costs: R600
- 40% reinvested: R2,400

### **1.6. Private work**

No member of SSA may use SSA's equipment, brand, intellectual or physical property or material for private work or for the raising of funds in a private capacity.

## **2. FUNDRAISING**

No appeals to the public may be made where illegal or undesirable methods of raising funds are proposed.

SSA is an independent legal entity and subject to its Constitution. Fundraising appeals to National and Provincial Government must carry the prior sanction of the Manco. This is to ensure that, as an independent entity, SSA is not dependent on/or subject to the control of any form of government office.

### **2.1. SARS: Public Benefit Organisation Status and Section 18A status**

SCOUTS South Africa (SSA) is a registered Public Benefit Organisation. SSA has been granted Section 18A status for limited activities. The process to request the issue of a section 18A certificate is as set-out in the Guideline: SCOUTS South Africa Section 18A Certificate.

### **2.2. Donations, Project Funding and Sponsorships**

SSA, through the National Office, shall actively seek to raise funds through donations and project funding from companies, trusts and foundations, recognising that funds raised from such organisations need to comply with the criteria for acceptance as set out in 2.1 above.

SSA Manco shall encourage all levels of SSA to raise funds by seeking donations, sponsorships, promotions and hosting fundraising activities.

However only the SSA National Office may approach International Funding Agencies, National Scout Organisations, Embassies, Governments of other Countries National Government Departments and/ the National Lottery Commission in order to raise funds.

In approaching national Companies and Charitable Trusts or Foundations, the SSA National Office asserts the right to have priority if so required but will not do so unreasonably.

An individual Scout Group, Regional camp, event, training activity or property within SSA which wishes to apply to the Head Office of a national corporate within their local boundary,

must consult with the SSA National Office ([fundraising@scouts.org.za](mailto:fundraising@scouts.org.za)) prior to making that approach. Unless the SSA National Office has existing ties or is in the process of negotiating a donation/sponsorship/support, the individual body will be given permission to make such an approach.

An individual Scout Group, Regional camp, event, training activity or property within SSA, which wishes to apply to a Regional office or branch of a national corporate entity, Trust, or Foundation within their local boundary, must notify the SSA National Office ([fundraising@scouts.org.za](mailto:fundraising@scouts.org.za)) prior to making that approach.

An individual Scout Group, Regional camp, event, training activity or property within SSA may not make an approach to organisations outside their Regional boundaries as defined by the Manco.

Individual Scout Groups and Regional camp, event, training activity or property within SSA are encouraged to seek advice on fundraising from the SSA National Office. Individual Scout Groups are also encouraged to approach local Ward Councillors for Council funds, but may not seek political funds.

Sponsorships and donation funding are two different business transactions. Refer to Guideline: Difference between Sponsorship and Donor funding.

### **2.2.1. Criteria for Acceptance**

Scouting will not accept any form of donation, sponsorship or promotional income from individuals, organisations or companies associated directly (or indirectly) with the following products and services:

- Arms and ammunition
- Illicit Drugs
- Political parties or services

In addition to the above, SSA will terminate any form of sponsorship with products or services that generate ethical or moral concerns that are in conflict with the values and ethics of Scouting.

All members of SSA, acting as such, must not countenance, or be concerned in, any public method of fundraising for SSA which is in any way contrary to the law of the land, or is likely to encourage its members in the practice of gambling.

There must be no contravention of the SSA Constitution, Organisational Rules and Policies, in particular reference to the Child Protection Policy and Member Code of Conduct Policy.

### **2.2.2. Badge Sponsorship**

SSA will proactively seek the sponsorship of activity or interest badges. The design of sponsored badges must comply with the Branding Policy.

### **2.3. Accounting for sponsorship and project fundraising**

Where funds are raised for a specific National or Regional camp, event, training activity or property within SSA, these funds will be ring-fenced within the financials of SSA and or Region and managed as such.

### **2.4. Individual Scout Group Fundraising**

The Group Committee (and in the case of sponsored Groups, the sponsoring authority), shall have the authority to raise funds by any means not in conflict with the Constitution, Organisational Rules and Policies of SSA. However, the term "raising funds" does not include the borrowing of money, raising monies by utilising property as security or the purchase of goods on credit without the prior written consent of the specific Regional Finance Representative and National Finance Committee or the Chair: National Finance Committee and the CEO.

## **3. ADMINISTRATION**

### **3.1. Bank Account Signatories**

It is noted that the funds in any account, held by any structure of SCOUTS South Africa, are held for the purpose of SCOUTS South Africa and SSA are ultimately legally responsible for the governance and correct application thereof.

In order to be a signatory on an account held by any structure of SSA an incumbent should be either be appointed, or warranted, as a member of SSA, and be accountable to the Policies and Organisational Rules of SSA. Should a member cease to hold such appointment or warrant, they shall cease to act on the account, except for the action of transferring their status as a signatory to an eligible member.

In all cases the signatories on the bodies account should include at least one member from the direct reporting level. The direct report may delegate their role in this regard to a member of their team.

### **3.2. Disposal of Assets**

From time to time the bodies of SSA may dispose of capital assets which includes properties and other fixed assets.

The sale of any property must comply with the required authorisation procedures as set out in the Property Policy.

### **3.3. Central Database**

Every member of SSA, as detailed in the SSA Organisational rules (Section 2), has to be registered on the National Database of SSA. Depending on the role performed by an individual, authority to view or edit data will be given.

### **3.4. Membership Data**

SSA has specifically ruled that the distribution of or any other utilisation of membership data/lists or any purpose other than the furtherance of Scouting is prohibited. Specifically, the sale of or trading of any membership data is strictly prohibited. The records of all members are confidential and must under no circumstances be open to the scrutiny of anyone other than those with the authority and reason to do so. The PoPI Act ensures that all South African institutions conduct themselves in a responsible manner when collecting, processing, storing and sharing another entity's personal information by holding them accountable should they abuse or compromise your personal information in any way. Please reference the SSA POPI Policy for more information.

## **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 SCOUTS South Africa 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:

SCOUTS South Africa

National Office

PO Box 2434

Clareinch

7740

info@scouts.org.za



## **Guideline: SCOUTS South Africa Section 18A Certificate**

SCOUTS South Africa has been approved for purposes of section 18A(1) (a) of the Act and donations to the organisations are tax deductible in the hands of the donors in terms of and subject to the limitations prescribe in section 18A of the Act from 12 December 2011, with limitations. The approval is ring-fenced and tax deductible receipts may only be issued in respect of the following public benefit activities:

- Community development for poor and needy persons and anti-poverty initiatives, including
  - I) the promotion of community-based projects relating to self-help, empowerment, capacity building, skills development or anti-poverty;
  - II) the provision of training, support or assistance to community based projects contemplated in item (i);
- The prevention of HIV infection, the provision of preventative and education programmes relating to HIV/AIDS.
- The promotion of, and education and training programmes relating to, environmental awareness, greening, clean-up or sustainable development projects.
- Food for Life programme

In respect of donations supporting these areas, SSA is able to issue a Section 18A certificate, and provide the relevant reporting to SARS, if the funds are received directly from the funder into the National Office bank accounts. Only the National Office may issue a Section 18A certificate to a donor. On receipt of the money, the National Office will transfer the funds to the Individual Scout Group in line with the necessary governance processes in place. Detailed accounting to SARS for the funds received will be required annually by the National Office.

The upgrading of any properties or assets, including Scout Halls in any area do not qualify for tax deduction or S18A donation receipts.

The process to request the issue of a section 18A certificate is as set-out below:

1. Fill in the Form "Request for NPO certificate, PBO certificate or Section 18A certificate" as on the website.
2. Once the form is properly completed the National Office will approve and authorise the documentation.
3. The required documentation will be sent directly to the donor and the bank account details given.
4. When funds are received it is transferred to the nominated account of the Scout Group.
5. Narrative and financial reports are sent to the National Office once project is completed or at financial year-end (whichever is first).