



SANSSU

Suid-Afrikaanse Nasionale Skolesskuttersunie
South African National Schools Shooters Union

FINANCIAL POLICY OF SANSSU

FINANCIAL PRINCIPLES

SANSSU is a voluntary, not for profit organisation with the main aim of supporting school shooting within South Africa. This policy document provides guidelines for the management of the financial affairs of the Association, and at all times the objectives and responsibilities of the [Union](#) must be considered. All decisions must be taken with the school shooter in mind, and what is in the best interest of school shooting.

1. BANKING

The [Union](#) has one bank account in the name of SANSSU.

Signatories to this bank account are:

- The President
- The Treasurer
- One other Executive Member

One signatory is required in order to approve payments from this account.
All income and expenditure of the [Union](#) is to be processed through this one account.

2. BUDGETING

A projected budget will be tabled by the Treasurer at the AGM each year for discussion and approval by the Council.

This budget will contain the following:

- anticipated income
- anticipated expenditure broken down per item/project
- comparative expenditure from the previous year.

3. FINANCIAL STATEMENTS

This is to be managed in accordance with the constitution of SANSSU.

4. AFFILIATION

- Membership affiliation fees are determined annually at the AGM of the [Union](#), as well as payment dates.

- Affiliation payments are to be made into the **SANSSU** bank account.
- There are **three** tiers of registration/affiliation fees:
 1. scholar/learner
 2. adult/coach/administrator
 3. Provinces

5. HONORARIUMS

- Each Executive Committee member will be paid a once off annual honorarium at the end of each year of service. This does not apply to the President.
- Each Co-opted Executive Committee member **may be** paid a once off annual honorarium at the end of each year of service. **This payment needs to be approved by the Executive Committee.**
- The amount payable is to be determined at the AGM by the Council of SANSSU.

6. COMMUNICATION EXPENSES

- The President of SANSSU will be paid a monthly allowance towards communication costs.
- The Clothing and Trophy EC member will be paid a monthly allowance towards communication costs.
- This amount is to be paid on the first day of each of the 12 calendar months.
- The amount **payable** is to be determined annually by the AGM.

7. DOMESTIC ACCOMMODATION

- Elected members travelling on behalf of SANSSU will be reimbursed for local accommodation costs.
- **In accordance with the Table of Fees approved annually by the SANSSU Council:**
 - **The President may approve accommodation expenses of elected members when travelling on behalf of SANSSU, including events and meetings.**
 - **All accommodation expenses are to be approved by the President before the expense is incurred.**
- **The President has the authority to approve higher rates on a needs basis, with proper motivation and approval by the Treasurer.**

8. DOMESTIC TRAVEL – ROAD/AIR

- Travel on SANSSU **Official** business will be reimbursed in accordance with the attached Table of Fees.
- Toll expenses will be reimbursed at cost on presentation of slips **only payable for official SANSSU business.**
- Any flights booked must be booked on economy class, and wherever possible the cheapest flight must be selected. A minimum of three quotes must be obtained.
- The President and Treasurer are to approve any travel expense before it is incurred.
- No travel or toll fees for Executive Members for the Bosberaad and SA's will be reimbursed, as they are encouraged to travel with their provincial representatives and teams. This is only payable when an Executive member is representing SANSSU on official approved SANSSU business.
- A special request by an Executive Member for air travel may be submitted before the Bosberaad to the President and Treasurer for approval. This request will only be considered if no other member of the province is to attend the Bosberaad. If the request is from the President, the Treasurer and one other Executive member will need to approve.
- Executive members and other officials travelling on SANSSU business are encouraged to make every effort to reduce travel costs by travelling together, or with teams wherever possible.

- The Executive Member responsible for Clothing, Trophies and Awards may submit a travel claim when making use of his/her own transport when transporting SANSSU clothing and memorabilia to national events. This payment will be made at the current AA rates.

9. CAR HIRE

- Any car hire that is required must be approved by the President and Treasurer prior to making the booking.
- A minimum of three quotes must be obtained.

10. DAILY SUBSISTENCE

- Executive Members travelling on SANSSU business may claim a daily rate as per the attached Table of Fees for each full day of travel.
- This daily subsistence allowance may be claimed at National Trails and SA Championships if no food vouchers are issued to an Executive Member. This expense must be signed off by the host province.
- The President and Treasurer are to approve of subsistence before it is incurred.

11. INTERNATIONAL PROJECTS

Any expenditure incurred for international activities must be done in accordance with the following:

- a budget must be approved by the Executive Committee in advance
- a contingency of 10% must be budgeted for
- exchange rate fluctuations must be accounted for in the budgeting process
- costs of exchange of monies to foreign currency must be budgeted for
- any deviations from this budget must be approved by the President and the Treasurer
- a full project report, including financial matters, must be submitted to the Executive Committee within one calendar month of the end of the project.
- All original supporting documentation and evidence must be submitted to the Treasurer

12. SALARIES/CONSULTING FEES

- Any salaries and/or consulting fees must be approved in principle by the Council of SANSSU.
- These will be paid in accordance with an agreed and signed contract.

13. PAYMENTS TO SUPPLIERS AND SERVICES PROVIDERS

In general, any expenses incurred in the fulfilment of SANSSU business should be in accordance with the planning and budgeting of the Union and approved by the President.

The following principles apply:

- Expenditure under R1500: one quote is required unless expressly stated in this policy document
- Expenditure over R1500: three quotes are required. If this is not feasible, a motivation must accompany the application for approval.
- Expenditure over R10 000 requires Council approval.

14. EQUIPMENT FOR RESALE

SANSSU has agreed that it may utilise capital to purchase equipment for the sole purpose of reselling the equipment to its members at cost price.

- The fundamental rationale behind this activity is summarised as follows:
 - to acquire items for use in and related to the sport
 - to benefit from wholesale purchasing power
 - to access items not easily obtainable in South Africa
- Principles that apply:
 - SANSSU will make no profit on the transaction but may calculate selling price to cover all expenses incurred, including purchase price, transport, fees and taxes.
 - Members to make payment before items are delivered.
- The SANSSU council will appoint a person to manage the process, with approval required by the Treasurer for:
 - Budget
 - Purchase price
 - Selling price

15. SYSTEMS AND PROCESSES

- Approvals required to incur expenditure could be in the form of an approved budget, meeting minutes, or written acknowledgement by the President.
- Approval is required prior to incurring expenditure.
- If prior approval was not possible, a motivated request for approval after the fact must be sent to the President within one week of incurring the expense.
- It is incumbent on the person incurring the expenditure to ensure that the Treasurer has proof of approval being granted.
- Any requests for expenditure not covered in the approved budget, must also carry the approval of the Treasurer.
- Reimbursement requests must be submitted on the relevant form as supplied by the Treasurer, within one calendar month of the expense being incurred, or of the end of the project.
- The required supporting documentation and evidence must accompany any reimbursement claim.

16. RENTING OUT OF SANSSU ASSETS

- Renting SANSSU equipment in accordance with a contract between SANSSU and the third party.
- Rental prices to be agreed each year by the AGM and stipulated in the Table of Fees
- The rental agreement will be from one AGM to the next AGM. (November to October)
- Equipment will only be released once payment to SANSSU has been made.
- The Treasurer needs to provide the Development Executive with a release note once payment is received.

17. TABLE OF FEES

Latest approved Table of Fees applicable.