



POLICY FINANCIAL

Protective Behaviours Southern Africa (PBSA) is a community serving organisation, dedicated to providing a skills development programme that promotes personal safety for children, youth and adults. By its nature, the organisation is serious about ethical standards. Therefore, participation in the organisation's programmes is subject to the acknowledgement of the organisation's rules, policies and procedures.

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The organisation is committed to fulfil the organisation's purpose while also remaining accountable to stakeholders, partners, funders, and the community. In order to accomplish this, Protective Behaviours Southern Africa commits to providing public financial reports annually.

RESPONSIBILITY

The Board of Protective Behaviours Southern Africa (PBSA) is responsible for the financial management of the organisation and for ensuring that the organisation operates within a responsible, sustainable financial framework.

The Treasurer will work with the Chairperson to ensure that key financial reports are presented to Board members. These reports will

- i. Be in a format that suits the needs of the Board
- ii. Be delivered in advance of Board meetings, so that information in the reports can be discussed knowledgeably by the Board as required

It is the responsibility of the Treasurer to sign off on the financial reports before they are distributed to the full Board. The Board shall review the financial reports at every board meeting.

AUTHORITY

The Board will appoint 3 individuals as 'Authorised Signatories' for the organisation, of which one will be the Treasurer. Authorised Signatories are mandated to:

- i. Access the bank account independently for purposes of extracting transaction history and/or bank statements.
- ii. Approve payments based on the required supporting documentation
- iii. Compile an annual operation budget for approval by the Board.
- iv. Appoint a bookkeeper for purposes of:
 - a. Recording income and maintain Debtor accounts.
 - b. Paying all obligations and maintain Creditor accounts.
 - c. Process transactions subject to at least one other Authorised Signatory's co-signature.
 - d. Manage tax compliance.
 - e. Producing a 'Year to Date' Financial Report prior to every Board meeting, and liaise with the Auditor on the organisation's behalf
 - f. Review and Preparation of Documents for the Annual Audit
- v. Appoint a registered accountant for purposes of:
 - a. Producing Audited Financial Statements and a 'Year End' Financial Report prior to every AGM.

BUDGET

In order to ensure that planned activities minimize the risk of financial jeopardy and are consistent with board-approved priorities, long-range organisational goals, and specific objectives, the Authorised Signatories shall:

- i. Submit an operating budget to the Board in time for reasonable approval by the Board prior to each financial year.
- ii. Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

RESTRICTIONS AND LIMITATIONS

The following financial transactions and related action are restricted or limited, in that

- i. No advances of funds to Board members, Trainers, Practitioners, or Consultants shall be made without prior approval from the Board.
- ii. No contractual commitment for bank loans, corporate credit cards, or purchases without specific approval of the Board shall be made.
- iii. In the event of acquiring any services, or appointing and consultant or service provider for purposes of serving PBSA, at least 3 comparative quotes must be considered by the Board.
- iv. In no case shall PBSA borrow funds from any individual, organisation or company without specific authorisation from the Board.
- v. Vendor credit accounts shall be limited to prudent and necessary levels.
- vi. No expenses shall be processed outside of the approved budget, without prior approval by the Board
- vii. Direct and necessary expenses such as travel for meetings and other activities related to carrying out responsibilities shall be reimbursed in accordance to pre-approved guidelines.
- viii. Provincial bodies are not permitted to open their own bank account. Instead, transactions are to be processed through the main PBSA Nedbank account, with the required ring fencing of funds where applicable to any particular provincial body or purpose.
- ix. All donations or funding secured by any representative of PBSA, shall be made payable into the main PBSA Nedbank account. In the event that the donation is made for any clear purpose, the donor can submit their motivation of such, in order for the required ring fencing to be made, by approval of the Board.

ASSET PROTECTION

In order to ensure that the assets of Protective Behaviours Southern Africa are adequately protected and maintained, the Board shall:

- i. Insure against theft and casualty losses to the organisation and against liability losses to Board members, staff, or the organisation itself, to levels indicated in consultation with suitable professional resources.
- ii. Avoid actions that would expose the organisation, its board, or its staff to claims of liability.
- iii. Protect intellectual property, information, and files from unauthorised access, tampering, loss, or significant damage.
- iv. Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

ENTITLEMENT TO A SUBSISTENCE OR TRAVEL ALLOWANCE

A representative may claim a daily subsistence allowance as provided in this policy with the understanding that:

- i. Only authorised personal expenses are covered by the subsistence allowance.
- ii. No allowance will be paid, and no representative will be entitled to a travel allowance, if the trip or travel is not related to the official business of PBSA.
- iii. All travel on business of PBSA must be approved prior to the trip, by the Board. As such before a representative is entitled to a subsistence allowance, the details of approved expenses must be documented and agreed on for the planned trip.
- iv. Expense claims will be limited to operational needs and/or a maximum of R1500 per trip.

- v. The allowance may not be claimed without the representative having to furnish proof of expenses.

The approval of any claim for travel or subsistence allowances is subject to:

- i. The availability of the necessary funds on the applicable Operational Budget.
- ii. Travel claims being submitted within 1 month of the last date of travel, for the trip being claimed for, unless an exception is approved by the Board.
- iii. No claims will be processed or paid without the required supporting documentation.
- iv. *Claim Form*
Appendix 2
The submissions including the submission of the official Claim form, and original slips/invoices, receipts and/or proof of expenditure.