CART HORSE PROTECTION ASSOCIATION

FINANCE & ACCOUNTABILITY PROCEDURES

Created :	December 2022
Last Revised :	March 2024
Review Date :	March 2026

Finance & Accountability Procedures

Cash Management and Security

1. All cash, debit and credit cards not in circulation must be locked in the safe.
2. All petty cash and monies in circulation during working hours must be kept on the responsible staff members person at all times, or locked in the safe.
3. All cash pertaining to the monies received at the Epping and outreach clinics for feed, shoes, harnessing and rehabilitation must be handed to the Office Administrator together with the cash reconciliation by 16h00 every day and locked in the safe.
4. All cash received for services rendered, i.e. monies received for feed, shoes, harness, rehabilitation and donations, must be receipted in the relevant Units receipt book.
5. All cash received for services pertaining to the field units, i.e. monies received for feed, shoes, harness, rehabilitation and donations, must be banked using the deposit book.
6. The total cash amount in the small safe must never exceed the amount of R 10 000.00.
7. The total cash amount in the large safe must never exceed the amount of R 20 000.00.
8. Transportation of cash – the maximum amount of cash permitted to be transported at any one time is R20 000.
9. All petty cash reconciliations to be signed off by the General Manager at the end of every month.
10. No staff member is permitted to carry monies belonging to the Association on their person after hours without notifying the General Manager.
11. Only monies pertaining to the Associations business will be stored in the safe.
12. Only the General Manager, Major Funding and Development Officer and the Office Administrator hold access keys to the safe.
13. No access to the safe is permitted after hours, without permission from the General Manager.
14. Banking of reconciled cash must be done weekly, dependant on cash limit in safe. This banking will be facilitated by various members of staff on a rotational basis.
15. Any theft of Cart Horse Protection Association monies and/or assets as a result of negligence or failure to follow policy will be repaid to the Association by the responsible person in custody of the money and/or assets, should neglect be proven or extenuating circumstances prove otherwise.

Requesting of electronic payments

1. All payment requisitions will be completed by the Financial Administrator, upon receipt of a supplier invoice with the allocated order number reflecting.
2. Payment requisitions for mid month and month end payments must be completed and submitted to the General Manager for approval, within agreed deadlines.
3. Verification of the invoice against the order must be carried out before the completion of a payment requisition by the Financial Administrator.
4. Payment requisitions must be completed in full, ensuring that expenditure is allocated to the correct line item in the budget.
5. All payment requisitions must be verified and signed off by the General Manager.
6. All payments must be approved by two authorised signatories, one of which must always be the General Manager or a Committee Member.
7. In the event that the General Manager and the Committee Member are not available to act as one

of the signatories, written permission must be given by the Chairman to staff signatories to act as both signatories.

8. Expenditure and payment requisition payments may only be made in accordance with agreed budgets. Any deviation must be approved in writing by the General Manager and/or the Treasurer.

This policy is to be read in conjunction with the Procurement Procedures document.