



## **SASS FINANCE COMMITTEE POLICY GUIDELINES**

### **COMMITTEE TOR & POLICY GUIDELINES**

### **COMMITTEE ESTABLISHED ito Clause 13.7 & 13.8 of the SASS Constitution.**

#### **1. INTRODUCTION / BACKGROUND**

SASS as a voluntary association requires finances in order to function and achieve its goals.

**The finance committee is therefore established i.t.o of clause 13.8 of the SASS Constitution as amended on 23 June 2023.**

#### **2. PURPOSE**

The Finance Committee is there to ensure prudent management of SASS finances which includes inter alia the following: -

- Day to day running of the finances of the organisation and proper records
- Audited financial statements
- Fundraising
- Funding of special projects
- Managing sources of income viz: subscriptions, donations, SASSETA, pledges, auctions etc
- To prepare a report to Exco regarding the Subscription increase to be presented at the AGM
- Prepare and present annual SASS Budget
- Establishing and maintaining a Finance Policy
- Set and maintain thresholds of funding for social projects such as Adopt A Sheriff, etc

#### **3. SCOPE OF APPLICATION**

- 3.1. SASS as an Organisation
- 3.2. Sass members in need of support
- 3.3. Social responsibility, events committee
- 3.4. External service providers

#### **4. MANNER OF INTERVENTION**

The Committee must develop effective finance management tools i.e. management of invoices, payment records and monthly trial balances. The committee will hold meeting to deliberate on matters that affect the finances of the organisation.

## **5. THE CONSTITUTION OF THE COMMITTEE**

The Finance Committee shall comprise of the following members: -

- 5.1 a Chairperson/Convenor
- 5.2 a secretary
- 5.3 Signatory to the bank account and,
- 5.4 1 Ad-hoc member from different working committees

## **6. ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

- 6.1 The chairperson/Convenor will be responsible for convening meetings and preside over same. He/she will give direction on the future conduct of the Committee.
- 6.2 The secretariat will be responsible for taking minutes of the meeting, sharing them with members, liaising with the chairperson about setting dates for meetings and inviting members to meetings.
- 6.3 Bank signatory will be responsible to perform tasks allocated by the committee.
- 6.4 Ad-Hoc members will be required to support beneficiaries to prepare submissions/ proposal for funding and conduct research if the need arises. They will also be required to attend every meeting convened and in the event that anyone cannot make it, to tender a written apology

## **7. MONITOR AND EVALUATE EFFECTIVENESS**

Members of this committee must regularly evaluate their previous work to ensure that work delivered is valuable and implemented effectively and achieves the goal.

Provide regular reports and feedback to National EXCO.