



FINANCIAL RULES

OF THE ASSOCIATION OF AFRICAN PUBLIC SERVICES COMMISSIONS

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1. Purpose

These Financial Rules shall govern financial matters pertaining to income and expenditure of the Association of African Public Services Commissions (AAPSComs) and also establish guidelines for purposes of proper accounting.

2. Income and Deposits

- 2.1 The financial means of the Association shall stem from contributions, subscriptions, fees, and other sources as shall from time to time be determined by the General Assembly.
- 2.2 The Executive Committee shall source funding for the Association in terms of the identified needs.
- 2.3 No monies or contributions shall be accepted from political bodies or entities.

3. Registration Fees

- 3.1 Annual membership fees shall be due and payable on the 15th of March every year.
- 3.2 Membership fees are non-refundable.

4. Gifts, donations and sponsorships

- 4.1 Gifts, donations and sponsorships with a stated purpose or condition of use shall be used in accordance with the purpose specified by the donor, as far as possible.
- 4.2 If funds cannot be used for a specific purpose, the Executive Committee shall be empowered to pull together gifts, donations and sponsorships in the AAPSComs account, provided there are no conditions attached to the said gifts or donations.
- 4.3 Gifts, donations and sponsorships carrying a stated purpose or condition of use which is impractical or unattainable, shall be paid into the AAPSComs account in a good-faith effort to preserve for proper accounting. The Executive Committee shall contact the giver and ask him/her to determine an alternative appropriate purpose. Should no new instructions for further disposition of the gift, donation or sponsorship be forthcoming within a six-week period, the gift, donation or sponsorship shall then be deemed available for use as a general gift, donation or sponsorship with no stated purpose or conditions of use.
- 4.4 General gifts, donations or sponsorships which do not carry a specified purpose or condition of use may be used for any purpose as determined by the Executive Committee.

5. Bank Account, Petty Cash and Payments

- 5.1 In the interim, the RDP Fund Account of the South African Reserve Bank will serve as the bank account of the Association. This account shall be used for the principal transactions of the Association.
- 5.2 The Association's petty cash account is the responsibility of the Secretary of the Association subject to delegated authority by the Executive Committee. The Petty Cash account shall not exceed ZAR 3000.00 at any time.
- 5.3 Prior approval of the Secretary or delegated official shall be obtained for any use of petty cash.

6. Role of the Secretary of the Association

- 6.1 The Secretary administers the Association's finances. It is his/her task to establish the orderly conduct of all financial matters of the Association and to ensure that no expenditure contrary to the Association's purpose take place.
- 6.2 The Secretary shall report to the Executive Committee at each meeting about the financial state of the Association.

7. Financial year

- 7.1 A financial year of AAPSComs shall commence from 1 February and end on 31 January in the following year.

8. Budget

- 8.1 The budget proposal for the financial year shall be prepared by the Secretary of the Association on the basis of the program of activities developed by the Executive Committee. The program of activities shall be based on the programs presented by the Committees of the Association and prior resolutions of the General Assembly.
- 8.2 The budget proposal shall include expenditure and income corresponding to the financial year.
- 8.3 The budget is to be arranged in a clear and detailed manner according to material criteria. The quantities in the budget shall be expressed in South Africans.
- 8.4 Budgetary provisions, allocations and all the necessary estimations are to be formulated with due care. Larger or unusual positions are to be described in detail in writing.

- 8.5 The Secretary shall present the budget to the Executive Committee for purposes of consideration and recommendation. Subsequently, the approved budget shall be presented to the General Assembly for approval.

9. Annual financial report

- 9.1 At the end of every financial year, the Association's books are to be closed. The actual income and expenditure are to be compared to the original budget positions. The assets and indebtednesses are to be determined and documented.
- 9.2 The Secretary shall present the proposed annual audited financial report to the Executive Committee for consideration. Following consideration by the Executive Committee, the annual financial report for the past financial year shall be presented to the General Assembly for discussion and approval.

10. Accounting

- 10.1 The Secretary shall be responsible for all accounting procedures and practices. He/she shall maintain the necessary accounts and prepare the respective financial statements at the end of each financial year.
- 10.2 All receipts are to be conveyed in their original form to the Secretary and must be made available to the Executive Committee upon demand.
- 10.3 Payments made for goods and/or services are recognised as an expense when the final authorisation for payment is effected.

11. Bookkeeping

- 11.1 The Association's books must be kept in accordance with the accounting standards of the country in which the Secretariat is based.
- 11.2 The Executive Committee is obligated to inspect the books in order to ascertain their condition on a regular basis. This shall be achieved through a reporting by the Secretary to the Executive Committee at each meeting of the Executive Committee.

12. Use of financial means

- 12.1 The financial means of the Association shall be used disbursed only for purposes of the Association. No person may be favoured by expenditure not related to the purposes of the Association.
- 12.2 All individuals who are planning expenditure or are responsible for any part of the Association's assets are duty-bound to be cost-efficient and economical.

- 12.3 The Executive Committee, General Assembly and all those who have been granted individual authorities are obliged to stay within the Association's budgetary guidelines in all fiscal matters.
- 12.4 The Executive Committee may resolve to cut back expenditure or to delete individual budgetary positions, if it should become necessary to do so in order to preserve fiscal liquidity.
- 12.5 Expenses necessarily incurred by the Secretariat of the Association in carrying out authorised Association work will be met from Association funds.

13. Reimbursement of Expenses

- 13.1 Necessary expenses are reimbursed upon approval by the Secretary who has been granted fiscal authority.
- 13.2 Travel expenses shall only be reimbursed if these were approved in advance by the Executive Committee.
- 13.3 Expenditure and travel expenses shall only be reimbursed when submitted with detailed itemization and supportive receipts in their original form within nine weeks of the date of incurrence.

14. Audit

- 14.1 Records for every business year are to be examined by an Auditor, appointed by the President. The audit shall be conducted after the close of the business year.
- 14.2 The Auditor shall publish a report on his/her findings, detailing all findings including missing receipts as well as any unusual or non-statutory expenses.
- 14.3 In addition to the individual findings, the Auditor's report shall contain a summary of general information relating to the regularity of the cash audit and the financial position of the Association. The report shall conclude with the Auditor's statement recommending acceptance or detailing faults with the preceding year's expenditure of the budget and its handling by the Executive Committee.
- 14.4 The Auditor's Report shall be submitted to the Executive Committee and published in its entirety for review by the General Assembly.

15. General Provisions

- 15.1 These rules shall enter into force on the date they are approved by the Executive Committee and shall be modified only by the Executive Committee.