

SSVP South Africa - Central Council Treasurer

Duties and Responsibilities

Revision No 4 - November 2022

Issued for Online Members Usage

Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Look out for suitable treasurers and/or financial reporting officers that may be required across all levels of SSVP and recommend them to those in need of the skill set
1,1		Emphasise the need for succession plans for treasurers and financial reporting officers throughout SSVP in thought, action and example
2	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
2,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
2,2	Leadership	The lead role of the Central Council Treasurer guides the activities of the Central Council in financial matters, nurtures and encourages treasurers at all levels of the SSVP structure to act in accordance with their roles and responsibilities to grow together in a Vincentian Spirit
2,3	Delegation	Delegates required actions to the appropriate Central Council Office Bearers or the appropriate District Council Treasurers as and when required to ensure that SSVP financial management is optimised
2,4	Prioritisation	Concentrates on the financial and associated management actions to ensure that the Central Council's financial status is in good standing and aligned with SSVP and Government requirements
2,5	Discernment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with Christian humility with the Servant Leader only deciding actions that are deadlocked.
2,6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God, hear his wishes and act on them.
3	Central Council Management	The treasurer shall exercise strict control over the Central Council funds and shall endeavour to cooperate with banking officials and auditors in safeguarding of funds and accounts in accordance with modern day banking and financial control mechanisms.
3,1	Central Council Treasurer	Undertakes Central Council duties including:
3.1.1		Only the Society's Standard Bank (SB) Business On Line (BOL) consolidated banking arrangement be used by the CC . Provide to the National treasurer the information and documents requires to open and maintain this account and accounts of the conferences. Existing bank accounts may be kept open to receive anonymous donations for as long as practical.
3.1.2		Ensure that the bank account/s have 2 identified and designated signatories including the treasurer which are to be confirmed each year.
3.1.3		Pay accounts timeously and regularly check financial position.
3.1.4		Update monthly the income and expenditure spreadsheet (template 3)
3.1.5		Reconcile the spreadsheet (template 3) with the bank account monthly
3.1.6		Forward the reconciled copy of template 3 to the National Treasurer annually within 2 months after year-end
3.1.7		Prepare and submit to National Treasurer the reviewed/audited annual financial statements of the Central Council within 4 months after year end
3.1.8		Advise the other members of the committee of the financial status of the council
3.1.9		Follow up and consolidate(template 2) the conference monthly returns of template 1 and forward to National Treasurer within 4 months after year end.
3.1.10		Calculate using template 2 and pay quarterly the National share of the monthly levies received from conferences
3.1.11		Liaises with each District Council to ensure that all conferences are aware that they must pay the 10% levy on non exempt income to the Central Council each month in accordance with the National Council requirements
3,2		Periodic written and oral communication with all conference Treasurers
3,3		Periodically visits District Council Financial Reporting Officers and attends conference meetings as required to address issues that have arisen
3,4		Periodically visits Conference Treasurers and attends meetings as requested to address specific issues
3,5		Be informed of and have sight of internal requests for support/assistance and advise/vote on approvals
3,6		Reviews the financial statements, statistics and reports received from District Council /ConferenceTreasurers Financial Reporting Officers and discusses any items or matters of concern or lacking clarity
3,7		Returns any documentation to the conference Treasurer that requires any correction, clarification or confirmation and requests it be attended to and returned within an optimal timeframe
3,8		Checks and collates the financial statements, statistics and reports received from the various conference Treasurers, compiles an overall summary or summaries and discusses them with the Central Council President and other appropriate office bearers and makes the agreed adjustments
3,9		Reviews any request for the sharing of the Society's financial resources and discusses the merits of the request with the relevant conference before deciding upon a recommended action which is discussed and agreed with the Central Council Office bearers/members
3.10		In the event that the Central Council decides that the request should be approved, the Central Council Treasurer submits the written recommendation to the National Council for approval
3,11		Responds to the requesting party with the decision and the reasons for the decision in a timely manner

4	CGI Management	Ensure that the Central Council financial requirements for the affiliation of SSVP SA with CGI are in place and adhered to including:
4,1		Respond to National Council queries and request for any additional financial information
4,2		Provide financial input for the SSVP Annual Report to CGI
5	Training Management	Meet with the National Training Officer as required to provide input into financial training modules
5,1		Agree the required training modules to be presented in accordance with National Council agreements
5,2		Ensure that the training Modules content make SSVP financial members aware of their specific duties and responsibilities
6	Compliance Management	Meet with the National Legal Officer as required/requested to address any CGI related financial concerns
6,1		Ensure that the SSVP SA "Rule", constitution and development documents are not in conflict with good financial management practices and/or CGI financial requirements
6,2		Make arrangements to review/advise any identified financial compliance problems and solutions with the SA National Council
7	Development Management	Meet with the National Development Officer as required to address any concerns with financial elements of development projects
7,1		Confirm which financial development options are to be pursued in the coming year
7,2		Review the progress of the initiatives and identify any corrective actions required
7,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
7,4	Partnerships and Networks	Encourage and monitor the building of partnerships and networks through the development and communications officers within parishes and the diocese. Cooperative relationships with other faith groups, civic communities and benefactors to be nurtured to ensure that SSVP highlights the needs of the poor and vulnerable across a widespread of communites.