

SSVP South Africa - National Treasurer		
Duties and Responsibilities		
Revision No 5 - April 2023		
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 National Treasurer guides the activities of the Exco and the National 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 Exco Office Bearers or the appropriate Central 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 Society'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	National Council Management	The treasurer shall exercise strict control over the National 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	National Council Treasurer Communications	Informs Central Councils of the requirements, documentation and information that has to be provided to the National Treasurer. These requirements include:
3.1.1		Only the Society's Standard Bank (SB) Business On Line (BOL) consolidated banking arrangement be used by the CC and all conferences. Existing bank accounts may be kept open to receive anonymous donations for as long as practical.
3.1.2		That the account/s must have two identified designated signatories including the treasurer. These signatories are to be confirmed to the National treasurer each year
3.1.3		Produce a Central Council Annual Financial Statement which incorporates the reconciled bank statements for each month of the financial year using the SSVP standard template and submit to the National Treasurer within 2 months of the financial year end.
3.1.4		Produce a Consolidated Conference Annual Financial Statement for all conferences within the CC using the SSVP standard template within 4 months of the financial year end.
3.1.5		Central Councils must ensure that every conference within each of their District Councils are aware that they must pay the 10% levies on non exempt income to the Central Council each month / quarter as per approved National Council regulations
3.1.6		That Central Councils must check and report the level of compliance of conferences within each of their District Councils in respect of the 10% levies payable to the Central Council each month
3.1.7		That Central Council must identify each conference that fails to comply with the 10% levy requirement and arranges to meet and provide sufficient information for the treasurer and president of each non-compliant conference
3.1.8		Liaise with National president and executive on financials matters
3.1.9		Periodic written and oral communication with all Central Council Treasurers
3.1.10		Periodically visits Central Council Treasurers and attends Central Council Meetings and as requested to address issues
3.1.11		Visits District Council Financial Reporting Officers and attends meetings as requested to address specific issues
3.1.12		Liaise with current donors, the National Fundraising Officer and attend the National Fundraising Committee Meetings
3.1.13		Be informed of and have sight of internal requests for support/assistance and advise/vote on approvals
3.1.14		Attend treasurer/financial meetings when invited by treasurers and presidents at all levels of SSVP and at other times as the National Treasurer may determine is required to ensure that SSVP SA financial matters run optimally
3,2	National Council Treasurer Actions	Undertakes National Council actions and duties including:
3.2.1		Maintain the relationship with Standard Bank on the Society's BOL consolidated arrangement. Advise SB of details of all account operators and change in account operators and provide the required supporting documents (this information to be provided by the CCs on SSVP standard template)
3.2.2		Pay accounts timeously and regularly check financial position
3.2.3		Download bank statements monthly and import into excel cash book
3.2.4		Check Sagepay /Netcash (online donation portal) monthly for donations received and transfer credit balance to current account
3.2.5		Prepare financials for National executive meetings as required
3.2.6		Prepare financials for bi-annual National council meetings
3.2.7		Prepare annual financials for National Council within 2 months of the end of the financial year.
3.2.8		Submit the annual financials to auditor for review.
3.2.9		Prepare consolidated annual financials for CCs, Conferences and National when all information received from Central Councils.
3.2.10		Complete and submit SARS annual return together with the National annual financials and consolidated financials to SARS within the regulatory timeframe
3.2.11		Attend to SARS queries
3.2.12		Issue 18a tax certs and keep annual register
3.2.13		Pay Scottish grants to CCs on confirmation of the allocation from the compliance officer.
3.2.14		Attend to various requests for funding from CCs and conferences
3.2.15		"National Council's Income". This clause states; "The National Council's income is derived from support, in the form of levies given by other councils attached to it and from sundry receipts including including gifts, legacies, and other subsidies. The National Council shall determine the levy which each council shall contribute annually"
4	Asset Management	The National Treasurer works in tandem with the National Legal Officer jointly or individually acting as the National Asset Manager to ensure that the current and future assets of SSVP SA are managed optimally in accordance with the requirements of Exco and the National Council
		Property Details

4,1	Asset # 1 - Frederik Place, 28 Riversdale St, Coronationville. (Portion 3 of Erf 554)	The National Asset Manager to direct and coordinate the activities required to ensure that the Frederik Place facility is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:	Property aquired on 19th July 1991. Title deed # T29496/1991
4.1.1		Appoint a locally based SSVP member as the "SSVP Facility Manager" to attend board meetings, staff mangement meetings and for him/her to report the standards and operating issues that arise to the National Asset Manager	
4.1.2		Liaise with the SSVP Facility Manager on an ongoing basis to address any issues that arise in the management of the facility	
4.1.3		Report any issues that require National Council input or resolution and discuss the implications of any proposed solutions or actions	
4.1.4		Provide a written summary of Exco's decision/s addressing any issue raised and issue it to the "SSVP Facility Manager" for their input and implementation as required to resolve the issue	
4.1.5		Obtain a copy of the facilities Annual Financial Statement and issue it to the SSVP National Treasurer for information	
4.1.6		Obtain a copy of the facilities Annual Operations Report and issue it to the SSVP National Exco for information	
4.1.7		Obtain a copy of the facilities support documentation that provides details of the costs and issues contained in the Annual Financial Statement and Annual Operations Report and issue them to the SSVP National Treasurer National Exco for information	
4.1.8		Attend the facility board meeting and staff management meetings as and when requested by the "SSVP Facility Manager and/or as and when required to ensure that the facility management is running smoothly	
5	Asset # 2 - Polokong Village Erf 57 Evaton Small Farms Township	The National Asset Manager to direct and coordinate the activities required to ensure that the Polokong Village facility is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:	Property on a 25 year lease which can be renewed for a further 25 years in January 2028
5.1		Investigate the lease details and make suggestions to Exco for consideration	
5.2		Implement the agreed actions arising from the Exco discussion	
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6	Asset # 3 - 45, Laurel Rd, Glenwood, Durban. (Erf 7670 Durban)	The National Asset Manager to direct and coordinate the activities required to ensure that the TBA facility is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:	Property aquired on 17th May 1999. Title deed # T19696/1999
6.1		Investigate and find the details of the house, what it is currently being used for and report to Exco for discussion	
6.2		Implement the agreed actions arising from the Exco discussion	
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7	Asset # 4 - 9, Wattle St, Lenasia. (Erf 4889 Lenasia Ext 4)	The National Asset Manager to direct and coordinate the activities required to ensure that the TBA facility is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:	Property aquired on 30th November 1994. Title deed # T24347/1995
7.1		Investigate and find the details of the house, what it is currently being used for and report to Exco for discussion	
7.2		Implement the agreed actions arising from the Exco discussion	
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8	Asset # 5 - House in Oukiep	The National Asset Manager to direct and coordinate the activities required to ensure that the House in Oukiep is run and managed optimally and in accordance with agreed protocols as agreed with the National Council including:	
8.1		Investigate and find the details of the house, what it is currently being used for and report to Exco for discussion	
8.2		Implement the agreed actions arising from the Exco discussion	
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9	CGI Management	Ensure that the financial requirements for the affiliation of SSVP SA with CGI are in place and adhered to including:	
9.1		Make representations to CGI as and when requested/directed by National Council	
9.2		Provide financial input for the SSVP Annual Report to CGI	
9.3		Apply to Treasurer General for emergency or disaster funds when National Council determines they are required	
10	Training Management	Meet with the National Training Officer as required to provide input into financial training modules	
10.1		Agree the required training modules to be presented in accordance with National Council agreements	
10.2		Ensure that the training Modules content make SSVP members aware of their specific duties and responsibilities	
11	Compliance Management	Meet with the National Legal Officer as required/requested to address any CGI related financial concerns	
11.1		Ensure that the SSVP SA "Rule", constitution and development documents are not in conflict with good financial management practices and/or CGI financial requirements	
11.2		Make arrangements to review/advise any identified financial compliance problems and solutions with the SA National Council	
12	Development Management	Meet with the National Development Officer as required to address any concerns with financial elements of development projects	
12.1		Confirm which financial development options are to be pursued in the coming year	
12.2		Review the progress of the initiatives and identify any corrective actions required	
12.3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions	
12.4	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 communités.	