

This document describes the delegation policy and approval framework that will be applicable to the Other Foundation.

The purpose of the delegation policy and approval framework is to outline the agreed procedures for effective implementation of financial controls and provides role players with the following:

- A framework for the organisational and decision-making structure and the roles and responsibilities of the various actors in that structure.
- A framework for planning, implementation and reporting in line with budget and priorities.
- A framework for accessing and managing resources.
- A framework for financial transactions, reporting and control.

NOMENCLATURE

Abbreviations

The Trust / Foundation	The Other Foundation
Board	The Other Foundation's Board of Trustees
EXCO	Executive Committee of the Board of Trustees
FINCOM	Finance Committee of the Board of Trustees
AUCO	Audit Committee of the Board of Trustees
GC	Grants Committee of the Board of Trustees
CEO	Chief Executive Officer
FM	Finance Manager
FA	Financial Accountant
UM	Unit Manager
MANCOM	Management Committee

Key to the Approval Framework

FD	-	Final Decision
MA	-	Must Agree
C	-	Consult
I	-	Inform

Key to Authorized Signatories

A	-	Chairperson
B	-	Chief Executive Officer
C	-	Finance Manager
D	-	Financial Accountant
E	-	Approved Unit Manager

Definitions

'Finance Committee' means the Finance Committee established by the Board of Trustees to assist the Board in fulfilling their oversight responsibilities for the financial reporting process, the system of internal control and the entity's process of monitoring compliance with laws, regulations and policies and the code of conduct.

'Chief Executive Officer' means the Executive Director.

'Financial Manager' means the person who functions as the Financial Manager of the Foundation and is charged with the duties and responsibilities of Chief Financial Officer.

'Financial Accountant' means the person who performs the professional accounting functions of the Foundation.

'Unit Manager' means any manager responsible for an operational unit of the Foundation.

1. Introduction

The Other Foundation is a public benefit and non-profit community foundation registered as a trust in South Africa. The financial management of the Foundation must comply with the Deed of Trust, other relevant laws and regulations, relevant industry codes of good practice that are generally accepted as normative, grant agreements between the Foundation and any donor, and the Foundation's internal policies.

2. General Principles that govern the Delegation Framework and Approval Policy:

2.1.1 The EXCO and board of trustees are generally responsible for:

- 2.1.1.1 Setting policy, strategy, budgetary framework;
- 2.1.1.2 Monitoring performance of the Foundations's operational structures;
- 2.1.1.3 Providing stakeholder input into the policy and strategy of the Foundation.

2.1.2 The Trust CEO and Management are generally responsible for:

- 2.1.2.1 Making operational decisions to enable the Foundation to function effectively;
- 2.1.2.2 Putting in place office structures and systems to ensure an efficient day-to-day running of the Foundation;
- 2.1.2.3 Implementing the strategies and programmes of the Foundation;
- 2.1.2.4 Reporting to the board of trustees and EXCO;
- 2.1.2.5 Implementing the above within the policy frameworks adopted by the Foundation's board of trustees and relevant legislation;
- 2.1.2.6 The specific responsibilities of the CEO or his/her nominee are to maintain this Delegation of Powers Framework and Approval Policy and any revisions to it based on inputs from key role players.

3. Delegation of Responsibility

The Foundation shall establish appropriate measures of delegation of financial responsibility within its administration aimed at optimising efficiency without undermining the accountability of the Chief Accounting Officer (i.e. the CEO) and the Board of Trustees.

All such delegations of authority whether general or specific shall be reduced to writing, setting out the extent of delegated authority and the corresponding responsibility to account therefore, and shall be annexed to or incorporated into this policy document.

Any authority not specifically addressed in the Financial Management Policy remains the responsibility of the Chief Executive Officer.

The Board of Trustees shall be responsible for the implementation of control of the finances of the Foundation but may delegate such responsibilities to a Committee, the Chief Executive Officer and/or the relevant officials of the Trust. Such delegated responsibility functions shall be affected by means of a resolution of the Board of Trustees.

4. Summary

This document describes the delegation of powers and approval policy that will be applicable to the Other Foundation.

The purpose of the delegation framework and approval policy is to outline the agreed procedures for effective implementation of financial controls and provides role players with the following:

- A framework for the organisational and decision-making structure and the roles and responsibilities of the various players in that structure.
- A framework for the planning, implementation and reporting in line with budget and priorities.
- A framework for accessing and managing resources.
- A framework for financial transactions, reporting and control.