
FINANCIAL MANAGEMENT



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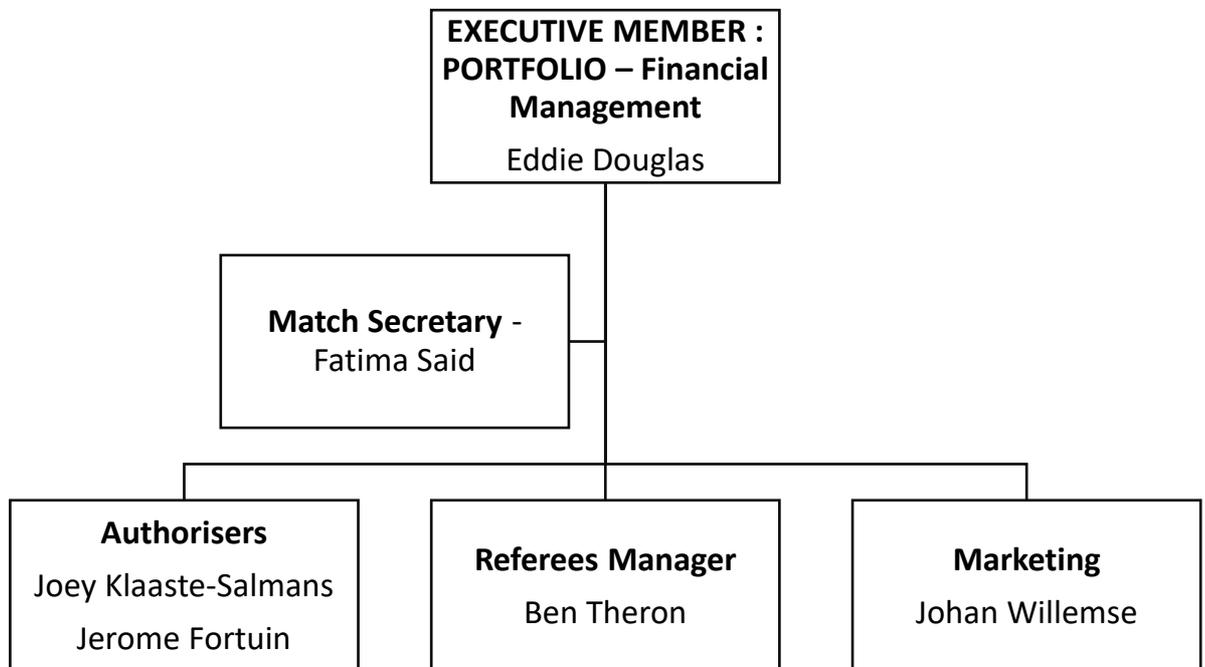
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1. Introduction

Financial Management within the Western Province Rugby Referees' Society is responsible for all financial aspects of the Society. This is to ensure financial integrity of all financial transactions that pass through the books of the Society and that expenditure does not exceed the budgets of the various Portfolios.

It also ensures that all investments are effectively managed and that the highest rate of return is obtained from these investments.

2. Financial Management Structure



3. Financial Management Objectives

The objectives of the Financial management Portfolio are the following:

- Ensure that all income – payments, sponsorships – are correctly captured.
- Ensure that all supplier invoices are correctly paid and reflected correctly on the bank statement.
- Ensure that all referees are paid four times a year at the end of March, June, September and November. These payments will be made from a spreadsheet compiled by the Referees Office at the WP Rugby Union.
- Ensure that the financial statements are produced by the end of March of each year. The financial year runs from January to December.
- Ensure that the Financial Statements are audited.
- Ensure that the Investment Account is well administered.
- Provide a detailed breakdown of income and expenses when requested by the Referees Executive.
- Compile a consolidated budget for all portfolios before the start of the financial year with input received from each Portfolio owner.

4. Auditors

the auditor's services includes the following

- Audit and Assurance.
- Statutory independent audits.
- Internal audits.
- Financial reporting (IFRS).
- Analyses of financial information to further business efficiency and risk identification.

5. Payment process for Match Officials – WP Club Rugby and SA Rugby

The following process to be followed to pay match officials for WP Club Rugby fixtures:

- A detailed spreadsheet is compiled containing all payments required to be made for the period in question by the WP Rugby Referees office. This spreadsheet to be compiled by the Match Secretary and approved by the Referees' Manager.
- The spreadsheet is then presented to Financial Manager Portfolio holder who will then check the following:
 - All bank accounts for all referees are loaded and, if not, request the Match Secretary to source this information.
 - Banks accounts will be captured on the FNB portal.
 - That funds have been deposited by WP Rugby Union, SA Rugby and other parties to offset the payments.
- If all the above has been validated the consolidated payment for each referee is captured on the FNB banking portal and validated against the total amount to be paid.
- The payments are then authorised by the Financial Management Portfolio owner.
- Referees then receive payment into their bank accounts.

6. Payment process – Suppliers

The following process to be followed to pay suppliers of the WP Rugby Referees Society:

- Invoices are received by the Financial Manager Portfolio owner from the WP Rugby Union Referees office.
- Invoices are captured on FNB banking portal using the supplier invoice number as reference.
- Invoices are then authorised by Financial Manager.
- Payment is then received by supplier.

7. Purchasing process

The following process to be followed to purchase goods and services for the WP Rugby Referees' Society:

- Three quotes are to be sourced by the Portfolio requesting to purchase the goods or services.
- Quotes are then submitted to the WP Rugby Referees' Society Executive with a detailed motivation for the goods or service and the recommended supplier.
- The purchase of the goods or service will then be authorised or declined.
- The supplier will then invoice. The Society will then pay the supplier.
- Payment is then received by supplier.

8. Financial Management Committee

Portfolio Holder	Eddie Douglas
Referees Manager	Ben Theron
Match Secretary	Fatima Said
Signatory (Bank and Investment)	Eddie Douglas
Signatory (Bank and Investment)	Joey Klaaste-Salmans
Signatory (Bank)	Jerome Fortuin
Signatory (Investment)	Ben Theron
Signatory (Investment)	

9. Profile



PREFERRED NAME: Eddie Douglas

HIGHEST REFEREEING PANEL:
WP Rugby Referees Society - Division 1R

SA RUGBY STATUS:
n/a

WORLD RUGBY STATUS:
n/a

Most Memorable Rugby Refereeing Experience:
Bellville v Durbanville – Division 1

YEARS SERVING ON EXECUTIVE:
4th – second term in office (2020)

Matriculated at Lyttleton Manor High School close to Pretoria and completed B Comm degree at the University of Pretoria. Played rugby for various clubs including Villagers (Cape Town), Retreat (SACOS League), Harlequins and Verwoerdburg (both Pretoria). Started refereeing in Northern Transvaal in 1984 and in first year refereed the final of the 4th league with Thys Lourens as captain of one of the teams.

Moved to Cape Town in 1992 and joined the WP Referees Society where I was promoted to the Division 1R League. Took a 5-year break from refereeing and then resumed refereeing in 2010. When I started getting slower on the field, I decided to hang up my whistle when I turned 58.

I wrote a computer program to do referee appointments in 1994 and assisted with doing appointments for the Society from 1995. I have been doing appointments ever since. I have now been on the Exco of the WP Referees Society responsible for the Appointments Portfolio since 2016.

On a personal note I have run a number of ultra and standard marathons. These include the Comrades, Two Oceans, New York and Sydney marathons. As a boy I achieved my highest award a Scout can achieve – The Springbok Scout award. As an adult Scout leader, I achieved my Wood Badge – the highest an adult leader could achieve. I have now decided to take up the leisurely game of lawn bowls now that I have retired.

10. Contact Details

EDDIE DOUGLAS

APPOINTMENTS

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