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Addendum 1: Submission Dates for Financial Documents

1. Purpose

This procedure sets out the rules for all financial activities performed by SATAS personnel. Strict financial control is essential to the company's continued existence.

2. Scope

This document applies to all SATAS personnel and covers all financial activities performed.

3. References

ISO/IEC 17065

4. Definitions

N/A

5. Activities

5.1 General

All financial records for SATAS are retained by the Financial Officer. To this end, the originals of all financial documents shall be submitted to the Financial Officer.

See Addendum 1 for submission deadlines of financial documents to the Financial Officer.

5.2 Requests for Invoices

Once-off invoices – Complete an Invoice Request (MS 29) as soon as possible after completing a job. Allocate a consecutive number to the Invoice Request from the Invoice Request Register (MS 83). Invoice Requests are to be typed and submitted to the Financial Officer upon completion of the job or, at the latest, by the last Friday of each month. Also maintain a copy of the Invoice Request Register on OneDrive, along with the last Invoice Request each month. Provide the VAT Registration number if a new client and, if possible, the VAT Registration Certificate. State the client category on the Invoice Request (e.g., Timber, Plastic, Metallurgy, Chemical, etc.).

Recurring invoices (Certification Fees) – Complete an invoice request after certification is approved. Provide the client information sheet, the VAT Registration number, and, where possible, the VAT Registration Certificate.

Responsibility: The Managing Director is responsible for completing and processing the MS 29 for all new certificates.

Note: Invoice Request forms must be completed in full, and the information must be correct and legible.

5.3 Expense Claims

Out-of-pocket expenses – Out-of-pocket expenses are recorded on the Expense Claim Form (MS 46). Attach all dockets/invoices to the form for monthly submission to the Financial Officer. Out-of-pocket expenses are not reflected on the pay slips but are transferred by the Financial Officer into each person's bank account together with the salary and travel claim. This is also one month in arrears.

Credit Card Expenses – Credit card expenses are recorded on the Credit Card Expense Form (MS 47). Attach all dockets/invoices to the form for monthly submission to the Financial Officer.

NOTE: All supporting dockets/invoices must be numbered consecutively and must tie to the entries on the MS forms.

Reimbursable travel claim – Vehicle log sheets are submitted monthly to the Financial Officer. The total km for the month x rate = R— is to be recorded on the log sheet. Travel claims are reimbursed in the salary package one month in arrears.

5.4 Internet Banking

The Financial Officer is authorised to make internet payments for all approved commitments, for example SANAS, salaries, expense claims and standing company accounts. She is also authorised to transfer funds between SATAS accounts.

5.5 Credit Card Account

Each cardholder has a limit of R6 000 per month. The card is mainly for paying general expenses, i.e. accommodation, meals, etc.

5.6 Monthly Administration Purchases

Managers are limited to general purchases of R5 000 per month. This covers general administration costs such as stationery requirements, postage, equipment repairs, toner cartridges, etc. For purchases above this amount, the Managing Director must obtain and approve quotations in writing. All approvals must also be sent to the Financial Officer with the invoice.

5.7 Invoicing

The Finance Officer checks all invoice requests and generates the computerised invoice from the invoice requests received. This is done as Invoice Requests are received. Recurring invoices (Certification Fees) are generated at each month-end for the coming month; for example, July fees are invoiced at the end of June. Invoices are e-mailed to the client.

5.8 Statements

Statements are emailed monthly by the Finance Officer to clients. Statements with zero balances are not sent to clients unless the client specifically requests them.

5.9 Payroll

The Finance Officer handles this function and enters the monthly payroll into payroll software. The Finance Officer is provided the necessary information each month. The reimbursable travel claim is paid one month in arrears. The Finance Officer emails payslips to each person.

5.10 Payroll Taxes

Payroll Taxes are deducted monthly from employees by the payroll software, and the software provides an EMP201 report. The Finance Officer completes the EMP201 tax form on eFiling and pays this amount to SARS.

5.11 VAT, Company Tax and Provisional Tax

This is calculated twice monthly, and the Finance Officer completes the VAT201 tax form and submits it via eFiling to SARS. The Finance Officer pays SARS via internet banking. The Finance Officer calculates/estimates Provisional Tax twice a year and makes payment if necessary.

Note: Company tax is provided by the company accountants to the Finance Officer for payment if necessary.

5.12 Purchase/Control of Capital Equipment

The Managing Director shall approve the purchase of all capital equipment. The budget allocates funds for capital purchases. A list of all capital equipment is maintained by the Managing Director.

5.13 Budget

The Managing Director prepares the budget before each financial year begins.

5.14 Contracts/Sub-Contractors

The Managing Director prepares contracts for all sub-contractors and must approve them. The Financial Officer files all contracts.

5.15 Debtor Control

All invoice payments are reconciled at month-end as soon as the bank statement is available. The Finance Officer generates an Age Analysis, highlights all accounts more than 60 days overdue, and emails them to the Managing Director. The Financial Officer follows up on overdue accounts. The Financial Officer also contacts clients and sends reminders where necessary.

5.16 Tariffs

Use MS 31 for quotations.

a) Certificate Holders (to be used for additional activities e.g. inspections, sampling and quotation for surveillance activities):

- Transport (own): R 3.50 per km
- Labour: R 4 500 per day / R 580 per hour
- Surveillance activities: additional costs such as accommodation, travel time, visa, and transport (airfare and local transport)
- Royalty fee per month – 1st Standard: R 3 000.00; 2nd Standard: R 2 000.00; 3rd Standard: R 2 000.00; 4th Standard: R 2 000.00; 5th Standard: R 1 000.00; thereafter per standard: R 1 000.00

b) Non-Certificate Holders (to be used for all activities prior to certification, including sampling, inspections and assessment quotation):

- Transport (own): R 4.50 per km
- Labour: R 5 000 per day / R 620 per hour

c) SATAS Employees:

- Transport (own): own transport with allowance – tariff will be revised when relevant and communicated via email from the Managing Director; R 4.00 per km without allowance
- S&T Accommodation: R 300 per day or actual cost
- Lunch & Dinner: actual cost (if not covered by accommodation)
- Safety equipment as approved by the Managing Director

5.17 Certification Fee Increases

Management Meetings will establish the percentage increase for certification fees and minute it. Each Manager is responsible for attaining area MS 87s. If there is a valid reason for deviating from the agreed tariff, the reason must be provided on the MS 87. Send a copy of the approved MS 87 to the Financial Officer. Each Manager must send fee increases for their area to the Financial Officer every year so the Financial Officer can send letters to each certified client notifying the mark holder of the increase and stating the new monthly fee.

5.18 Invoicing via Related Company (SA Timber Auditing Services)

Certain certified clients may be invoiced, on Technical's behalf, by SA Timber Auditing Services (Pty) Ltd, a related company under common directorship. This is separate from the staffing relationship described below and relates strictly to invoicing and payment collection for certain clients.

Where this arrangement applies to a client, it shall be disclosed in that client's Certification Agreement. The Financial Officer shall maintain an up-to-date list of clients to which this arrangement applies.

Separately, SA Timber Auditing Services also acts as employer of record for certain Auditors, handling their payroll and tax under a Staffing and Personnel Services Agreement with Technical. Technical retains full operational, competence and impartiality control over those Auditors' work; see Procedure 05, Clause 6.2, and Quality Manual, Clause 4.1.

6. Responsibilities

- Financial Records — Financial Officer
- Requests for Invoices — All Auditors
- Expense Claims — All Auditors / Approval – as per QM 2.3
- Cheque Account — Managing Director / Control – Financial Officer
- Internet Banking — Financial Officer
- Credit Card Account — Managing Director
- Monthly Purchases — Managing Director
- Invoicing — Financial Officer
- Statements — Financial Officer
- Payroll — Financial Officer
- Payroll Taxes — Financial Officer
- VAT / Provisional Tax / Company Tax — Financial Officer
- Capital Equipment — Financial Officer
- Budget — Managing Director
- Contracts — Managing Director
- Debtor Control — Financial Officer
- Reconciliation of Timber-invoiced revenue — Financial Officer

7. Records

- Request for Invoice – MS 29
- Invoice Request Register – MS 83
- Request for Credit Note – MS 50
- Out of Pocket Expenses – MS 46
- Credit Card Expenses – MS 47
- Official Kilometres Travelled – MS 51
- Register of Internet Payments
- Bank Statement
- Credit Card Statement
- Client Information Sheet – MS 2
- Quotations – MS 31, MS 3.1 and MS 3.2
- Invoices
- Credit Notes

- Client Statements
- Pay Slips
- EMP201
- VAT201
- Contracts
- Capital Equipment
- Debtor Age Analysis

Addendum 1: Submission Dates for Financial Documents

Documents	By Whom	Method	Deadline
Request for Invoice	All	Email to Financial Officer	On job completion or no later than the last Friday of the month
Out of Pocket Expenses, Credit Card Expenses, Vehicle Log Sheet	All	Email to Financial Officer	Monthly – by the 10th of the month
Pay Slips	Fin. Officer	Email to Staff	Before month-end
EMP 201	Fin. Officer	Pay SARS	Latest 7th of the month, or the Friday of that month if the 7th falls on a weekend
VAT 201	Fin. Officer	Pay SARS	Every 2nd month – 25th or latest month end