



**KLIPRIVIERSBERG CONSERVANCY
TREASURER'S REPORT
MARCH 2009 TO FEBRUARY 2010
STATEMENT OF ACCOUNT**

	2009/2010	2009/2008
	R	R
INCOME		
Loans from individuals and organisations (1)	4 750	-
Interest on bank account	33	
TOTAL INCOME	4 783	
OTHER INCOME:		
Local travel expenses donated (2)	<u>2 000</u>	-
EXPENDITURE		
Bank charges	78	-
Computer expenses	564	
End of Year Function	266	
Postage	285	
Printing and stationery	341	
Promotions	855	
Travel – local (2)	2 000	
TOTAL EXPENDITURE	<u>4 390</u>	
ASSETS IN BANK AT 28/2/2010	2 393	

Notes:

(1) Donations treated as loans until final registration as a PBO/NPO.

(2) Local travel/accommodation expenses incurred in respect of provincial and national conservancy meetings attendance. Expenses not refunded per request by donor.

INFORMATION

1. A comprehensive Policy and Procedures for the financial and administrative control of Klipcon has been drawn up and ratified by the interim Executive Committee.
2. All accounting procedures are followed in accordance with standard reporting procedure.
3. No cash is withdrawn from the bank account
4. The Treasurer has sole knowledge of pin codes and access to the internet banking procedure
5. All payments must have relevant invoices and no accounts are paid without authorisation by the Chairman/Vice-Chairman on an expenses claim form and ratification from the Executive Committee.
6. Three signatories to the account