



The South African Society of Music Teachers
Die Suid Afrikaanse Vereniging van Musiekonderwysers

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Circular 7/Omsendbrief 7/2016

Dear SASMT Official

The SASMT's financial year ends on 30 November. In this regard, a few important things for Centre Committees' attention:

1. When planning your AGM for 2015 – 2016, Centre treasurers should prepare their financial statements for the current financial year to be tabled at the AGM and again at the National AGM during at the end of March/beginning of April 2017. These should reach the EO well in advance of the National AGM.
2. In this regard, Centre AGM's should NOT take place before 30 November 2016. It is therefore recommended that AGM's should be held towards the end of January 2017.
3. Please pay attention to the following extract from the duties of treasurers as quoted from the SASMT HANDBOOK (Also available on the SASMT website):

The Centre Treasurer must:

- a. *Keep monthly financial management statements of income and expenses.*
- b. *Send invoices and receipts regarding payments and follow up until payments are received.*
- c. *Manage bank accounts.*
- d. *Pay capitation fees on request to Head Office as required by Council.*
- e. *Set or unset database payment flags on the maintenance website as required.*
- f. *Prepare financial statements for the centre's Annual General Meeting and forward statements to Head Office at least four weeks prior to the National Annual General Meeting.*
- g. *Include financial statements of Eisteddfodau/Music Festivals under the auspices of the SASMT in their financial statements to Head Office.*
- h. *Ensure that the Centre's books are done and verified under the guidance of a qualified accountant.*
- i. *Ensure that the balance sheet is signed by two committee members of the centre and a qualified accountant.*
- j. *Provide/arrange financial assistance for delegates attending Conference, where possible.*

With warm regards, Met vriendelike groete

Elma Britz (Executive Officer /Uitvoerende Beamppte)
 Vaughan Pietersen (President)

Marié Gaerdes (Chairperson Standing Committee)