

**YOUR MOMENT IN TIME**

**REGULATION**



**ORGANIZATION REGULATIONS, 2021**

**2021**

# ARRANGEMENT OF REGULATIONS

*Regulation*

*Title*

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**PART I**  
**PRELIMINARY PROVISIONS**

1. These Regulations may be cited as the center for Your Moment in Time Organization. **Citation**
  
2. These regulations shall come into force upon approval by the organization general meeting and shall be subject to review as and when need arises  
In these regulations, unless the context otherwise requires: **Effective date**
  
3. **Interpretati on**  
**“Accounting Officer”** means the director or any person appointed by the director to act on his behalf during his absence.  
  
**“Appropriations”** constitute an authorization by the director to commit expenditure for related financial period, for the purposes for which they were budgeted and up to the amount budgeted.  
  
**“Organization ”** means Your Moment in Time  
  
**“Budget”** shall be the financial expression of a plan, or of a part of a plan, of Organization for a specific period, containing proposed sources and quantum of incomes, and detailing expenditures on operations and on investments, with regard to the effects on the accumulated financial resources and liabilities of organization  
  
.  
  
**“Director”** means the Chairman of organization.  
  
**“Consultant”** means a company, corporation, organization, partnership or individual person engaged in or able to be engaged in the business of providing services in any field of professional activity, and who is according to the context, a potential party or a party to a contract with the organization.

“**Financial committee**” means the financial committee appointed by general meeting

“**Financial year**” means a period of twelve months ending on 31<sup>st</sup> December of each year.

“**General Secretary**” means organization general secretary

“**Imprest Holder**” shall be an officer of the organization who has at his/her disposal a specified sum of money for disbursement on the service of the organization.

“**Treasurer**” means organization treasurer

## **PART II**

## ***Membership***

### **MEMBERSHIP**

4.(1) Membership of the organization shall be of;

- a) Founder members.
- b) Ordinary members.
- c) Honorary members.

(2) Membership shall be done by application a member who wishes to join **organization** shall took the membership application form to the general secretary and shall read all the requirement of joining and shall fill the form and return to the general secretaries office.

- (3) The general secretary shall receive the membership application Form and Present the same to the organization executive committee for discussion.
- (4) The organization executive committee shall discuss and allow or not to allow new membership the General Secretary shall answer in writing to the new member about his application to the organization.

### **Cessation**

#### **Of membership**

- 6.(1) Membership of the organization shall cease  
When a member;
  - a) Request to withdraw from membership of the organization
  - b) Dies
  - c) Is dismissed by a vote of members in an AGM due to reasons and circumstances provided when he/she misbehaves and disciplinary measures are taken against him/her.
  - d) If fail to pay Membership fee for the period of more than one year.
- (2) Annual subscription for general membership is to be paid by every year before the AGM.
- (3) A member who fails to pay Annual subscription will be suspended temporary for period not exceeding 60 days.



- (4) A member who fails to pay Annual subscription after suspension of 60 days will automatically deleted from membership registry.

Members of the organization shall be suspended by AGM by vote of 2/3 of members for about two (2) years.

Appeals

7. (1) A member may appeal to the organization Executive council if he has aggrieved reason about either of the following.

- a) Termination of membership.
- b) Suspension of his membership

- (2) In appeal the members so terminated or suspended must give genuine reason and management committee shall head its appeal and give the result immediately.

- (3) It shall not be lawfully a member to be terminated or suspended without given a right to be heard.

- (4) In every procedures of hearing the cases of termination, suspended or any other issues principle's of natural justice must be adhered to.

- (5) In any appeal according to these rules the decision of management committee is not final a member who see his rights are still violated shall appeal to the AGM which shall be final.

- (6) The appeal to the AGM shall be within 21days work failure to do that the decision of National executive council shall be

Up helped.

**Membership 8.** (1) Members of organization shall behave in good

**Misconduct** manner and good behavior within the organization and the Community at large.

(2) All members of the organization shall behave in a cordial manner while present on the premises or other functions of the organization or occasions shall refrain from any abusive language, gestures or verbal alterations while on the organization functions or Day today activities.

### **PART III**

#### **LEADERSHIP AND ELECTION PROCEDURES**

**Leadership 9.**(1)There shall be leaders of organization who shall be elected  
**Organization** by members in AGM those leaders shall be.

- a) The chairperson or director
- b) The vice chairperson or deputy director.
- c) The general secretary
- d) Deputy secretary
- e) Treasurer

(2) Every leader shall be Faithfull and act in a manners as a leader of this organization.

- (3) It is indiscipline for a leader to use money or any other properties of the organization for his or her own benefits.
- (4) There shall be an ethics committee which shall deal with office bearer's misconduct.
- (5) The ethics committee shall hear all issues of leadership misconduct and shall inform and provide their opinion in the AGM for discussion and decision.
- (6) The ethics committee may recommend punishment to be given to one of office bearers who will be found guilty those  
Punishment may include,
  - a) Vote of no confidence
  - b) Remove out from office.
- (7) Remove of office bearers found with leadership misconduct shall be done by the decision of Members of society in a AGM with the vote 2/3 of members.

***Change  
of  
office***

- 10.** (1) Any change of office bearers shall be done according to the constitution and rules of the organization as well as NGOS Act and rules as per direction of registrar of NGOS at the ministry of healthy.

***Bearers***

- (2) Office bearers are all entitled to respect the constitution and their office tenure as directed in the constitution of organization.

- (3) The general secretary are required to inform the registrar of NGOS for new officer bearers and all election procedures conducted and shall fill special forms for office bearers change as directed by the NGOs Act Rules RE 2002

***Election procedures***

- 11. (1) Every election of the organization shall be held in the manners provided in organization election regulation.
- (2) A member who apply for a post of any kinds to be office Bearers or society executive council shall do the following
  - a) Fill a special leadership nomination form.
  - b) Shall return the form to the election committee which will then pass through those applications choose the candidates for nomination for the post he/she apply?

***Election committee***

- 12. (1) There shall be election committee which among other thing shall perform the following duties
  - a) To prepare election
  - b) To supervise election
  - c) To announce the winner
- (2) All members of this shall be allowed to vote in election at the AGM.
- (3) A member who allowed voting in election is only members Who show his identify as a members of this organization.
- (4) All vote in general election shall by secret votes in a ballot box.

***Procedure  
for  
announcing  
election  
results***

**13.** (1) The electro commission chairman shall announce the election results at the place where the election is conducted no other member shall be allowed to do so.

- (2) The electro commission chairman after announcing Election result shall give a certificate to a winners who has been elected.
- (3) At any time the election will be conducted if the following things happen,
- a) By death of office bearers.
  - b) Resignation of office bearers
  - c) Physical or mental incapacity bearers
  - d) Conviction of any criminal offence or any offence involving fraud or dishonesty.
- (4) The leader who finishes his office tenure must hand over the office together with the properties by filing a special form Provided in this rule.

**PART IV**  
**FEES AND FINE**

- Fees*            **14.**    (1)    There shall be different fees which shall be paid by a member of organization as follows;
- Fine*
- a) New member fee  
Tsh..... for membership.
  - b) Annually/Monthly member's fee is  
Tsh.....
- 15.**    (1)    The members who violate these rules will be required to pay fine as follows;
- a) Will be sanctioned according to the procedures provided by the executive committee
  - b) Missing a meeting without a reason will be sanction
  - c) Any member who wants to borrow anything in the organization shall see the office bearers.

## **PART V**

### **DUTIES AND RESPONSIBILITIES RELATING TO FINANCES**

The General meeting, as the governing body of the organization, shall be the ultimate decision making body and has responsibility for the organization financial well being and in particular shall.

- 16(1)**
- (a) Be responsible for the management and administration of the organization properties both movable and immovable and funds and other assets including investment of such funds, and other assets of the organization.
  - (b) Have general control over the conduct of the affairs of the organization with power to manage all matters not provided otherwise by these Regulations
  - (c) Before the commencement of a financial year, consider and approve the proposed budget, prepared in accordance.

(d) Have power to invest organization funds in such investments or assets, and subject to conditions as are prescribed by feasibility study presented by the treasurer

(e) Cause to be kept proper books of accounts and shall, as soon as is practicable after the end of each financial year, cause to be made a statement of accounts relating to such financial year and ensure that auditing is properly conducted on the statement so prepared

17.(1). The executive committee shall have the following duties:

(a) Direct the administrative and financial affairs of the organization

(b) Consider the budget of the organization and make appropriate recommendations to the general assembly

(c) Consider the audit and financial report of the organization and make appropriate recommendations to the general assembly

(d) Determine the subscription for members and recommend to the general meeting for approval

(e) Solicit funds for the organization.

#### **Duties of the president**

18.(1). The chairman shall be responsible to the General meeting for implementation of all financial decisions of the general meeting and in particular shall:

(a) Cause to be prepared at the end of the year financial report of the organization.

(b) Be the Accounting Officer of the organization and shall be responsible for promoting and maintaining the efficient utilization of the assets and finances of the organization.

#### **Duties of the General Secretary**

19.(1) The General secretary shall be the assistant to the chairman in all planning, financial and administrative matters. He/she shall be responsible to the chairman for the performance of his duties and functions and in particular shall.

- (a) Help plan, direct and coordinate planning, finance and development processes.
- (b) Effectively and efficiently manage all administration functions of the organization.
- (c) Provide expert advice in the conceptualization, design with respect to resource mobilization, implementation, evaluation and timely feedback on plans, projects and programmes of the organization.
- (d) Coordinate procedures and practices on financial management and control.
- (e) All association organs shall be required to apply these Regulations under the superintendence of the general secretary.
- (f) Any dispute in interpretation shall be referred to the legal officer of the organization.

#### **Duties of the Treasurer**

**20.**(1)The treasurer shall perform the following duties.

- (a) The treasurer shall be responsible for implementation of financial Decisions made by the general meeting.
- (b) The treasurer shall receive all requests for fund and see if they comply with the budget and then approve them and send to the president for being authorized.
- (c) The treasurer shall administer and supervise all economic activities and projects of the organization
- (d) The treasurer shall be responsible to collect revenues of the organization
- (e) The treasurer shall be responsible to co-ordinate all organs in preparing Annual budget before being approved by the general meeting.



- (f) He will be responsible for presenting the overall budget of the organization to the parliament before other ministers came to present their budget.
- (g) He will be responsible for making adjustments of the budget decided by the general meeting
- (h) Shall initiate the development of fundraising strategies for the organization
- (i) The treasurer shall be responsible for advising the chairman on all financial matters of the organization.
- (j) In collaboration with the association legal officer he/she shall be responsible to prepare all contracts relating to fundraising and projects provided that the contract has an approval of general meeting
- (k) Perform any other duties as may be assigned by the executive committee and general committee

**Duties of Financial Committee**

**21.** (1) The financial committee shall do the following duties.

- (a) To pass through the association budget before being presented to the general meeting.
- (b) To conduct internal audit the book of accounts of the organization at the end of every semi-annual and bring the report to the general meeting and External Auditor when required to do so.
- (c) To perform other duties which are supposed to be executed by Internal Auditor

## **PART VI**

### **FUNDS AND RESOURCES OF ORGANIZATION.**

#### **Sources of funds of the association**

22. (1). Sources of the fund organization shall include the following

- (a) Membership fees;
- (b) Subscription fees;
- (c) Grants;
- (d) Donations;
- (e) sales of organization publication and magazine
- (e) Gifts; and
- (f) Any other source approved by the general meeting.

#### **Collection of revenues**

23. (1). Subscription from members shall be collected in the organization bank account and the treasurer shall be responsible of collecting pay in slip and writing receipts to the member concerning

- (2) The treasurer shall make collection of grants, donations, loans, gifts and any other revenue
- (3) Revenue collected shall be made against the organization official receipt as well as filling special money Application form to be filled by the applicant and signing with president and treasurer of organization.

#### **Fixing interest rates**

24. Fixing interest rates shall be proposed by the treasurer, discussed by the executive committee and approved by the general meeting

## PART VII

### 25. (1) BUDGETING AND BUDGETARY CONTROLS

(2) At least one month before the beginning of new financial year, the treasurer shall request various organs to submit income and expenditure proposals for the financial year

**Annual  
budgeting and  
budgetary  
system**

The organs shall submit within three weeks of the request to the treasurer proposals for the income and expenditures. Reasons for the proposals should be explained and the order of priority given

26. The treasurer shall consolidate the overall estimated income and expenditure of the organization and make some adjustments according to priorities so that the estimated revenues can be able to suffice the expenditures

**Budget  
Preparation  
Responsibilities**

27. The organization Budget Estimates shall be deemed approved after the executive committee has been passed through it and approved by the general assembly.

**Approved  
budget.**

28. (1) No expenditure shall be incurred by and for the purpose of the organization except in accordance with the provisions of the annual estimates or in accordance with the provisions of any supplementary estimates approved by the general assembly.

**Budgetary  
control and  
incurring of  
expenditure**

(2) The control of income and expenditure within an agreed budget is the responsibility of the chairperson who shall ensure that day to day monitoring is undertaken effectively.

(3) The chairman shall be assisted in this duty by information provided by the treasurer.

29. There shall be midyear budgetary review to access level of activities carried out and budgeted funds. The review exercise shall identify expenditure with substantial funds allocated but not yet utilized and shall consider existing commitments and recommend for re-allocation of funds to expenditure items in need **Funds Virement**
30. (1) All payments must be prepared by the treasurer and authorized by the chairman. **Authorization of expenditures**
- (2) After approval by the chairman, the cheque will be prepared and signed by the signatories as provided by the association constitution
- (3) All requisitions for payments of whatever nature are to be supported by the payment voucher, which shall contain full particulars of the service(s) rendered or good(s) for which payment is being made, allowances of whatever prescription and reference to authorization for such expenditure. Supporting documents shall be attached on the voucher

## PART VIII GENERAL PAYMENTS

31. (1) A person certifying voucher is responsible for accuracy and genuineness of every detail covered by this certificate and which shall include: **Certification of the Payment voucher**
- (a) The services has been performed satisfactory or goods have been received in good condition and in specified quantity and quality
- (b) The purchase wherever possible has to be made with transparency and at the least possible price available in the market through a competitive bidding
- (c) The computation and costing on the voucher has been proved correct
- (d) Payee on the voucher is the one entitled to receive payments
- (e) Payment has been recorded in the receipt and payment book of the organization.

- (f) No one is permitted to authorize voucher which is made payable to himself/herself
- (g) The authority quoted on the voucher has been obtained

- 32.** (1) The organization shall be responsible for payments relating to its operations **Payment of Claims**
- (2) All genuine claims shall be made against the organization fund
- (3) As far as possible all payments relating to financial year will be met within that year. In no circumstance should payment be deferred and paid in next financial year
- (4) All payments made to institutions, business firms, sole traders or an individual who is not a member of the organization for goods or services rendered to the association will be made specifically by cheque
- 33.** (1) The organization will provide to a member/leader or any other person travelling allowance for organization business, covering transport costs, per diem and other costs necessary to conduct their business properly at the rate approved from time to time by the general meeting. Currently approved rates are shown in appendix 1 **Travelling and Subsistence Allowance**
- (2) When the organizers of the event are covering all costs, then no allowance will be paid by organization to a leader/member attending such event
- (3) When the organizer of the event cover part of the costs, the organization will then cover only part which will not be covered by the organizers
- 34.** There will be a facilitation allowance payable to a leader/member or any other person conducted such facilitation to Excom and other officer bearer technical committee of general meeting at the rate approved form time to time by the general meeting. Current approved rates are shown on appendix 1. **Facilitation allowance**

35. The executive committee may from time to time upon the approval of the general meeting assign specific duties/assignment/consultancy service to a member or any other person as it may be necessary. If the duties will be undertaken on a daily basis then a meal allowance will be extended to such person(s) if it is a consultancy service, then negotiation based on three at least (3) bidders are to be undertaken by the executive committee. The executive committee decisions shall be final

**Specific  
Duties/Assign  
ments/Consult  
ancy Services**

## **PART VII BANK ACCOUNT AND OTHER INSTRUMENTS**

36. (1) The General Secretary shall arrange for such bank accounts to be opened as may be necessary from time to time and shall seek approval from the general meeting
- (2) No bank account shall be opened unless that account is for the furtherance of organization lawful business
- (3) The account so opened shall be restricted to the specific purpose initially intended for.
- (4) Arrangement for opening a bank account shall be made in conjunction with financial advisor who is a organization treasurer.

**Bank Account**

- 37 In the opinion of the treasurer, the account does not operate in conformity with the purpose initially intended for. In such circumstance the treasurer shall request the general meeting to approve the closure of such account.

**Closure of  
account**

## PART X

### INVESTMENTS AND PROJECTS

- 38.(1)** Treasurer after discussing with executive committee may decide on how to invest the funds of the organization. **Investment of the funds and projects of the Association.**
- (2) All projects envisaged to be established by the organization shall be supported by feasibility studies and project write-ups and reports showing the economic viability of such projects. On receipt of such report the executive committee shall recommend the project proposal to the general meeting
- (3) No project/investment shall be established by the organization except only those approved by the general meeting.
- 39.** The treasurer is responsible for maintaining records of all investments, for arrangements to ensure the safe custody of all relevant documents and for reporting investment performance regularly to the executive committee which the committee shall report to the general meeting **Report on Investment Performance**
- 40.** All income organization received from investments undertaken by the organization shall be credited to the account. **Income from Investment**

## PART XI

### EQUIPMENTS AND INVENTORIES

- 41. (1)** The organization shall establish an inventory ledger card showing all equipments of the as organization **Equipments and Inventories**
- (2) The general secretary shall be responsible for the maintenance of the inventory ledger card and ensure that all equipments possessed by the association are properly recorded on the card.
- (3) At the end of each financial year, inspection should be done to ensure that all equipments are present as started on the ledger.

**PART XII**  
**AUDITING OF ORGANIZATION BOOKS OF ACCOUNTS**

- 42. (1)** The treasurer shall prepare organization financial report within three months in respect of every financial year a statement of accounts in a form which conforms to the best accounting standards. **Auditing of association books of accounts and properties**
- (2) The accounts of the organization shall be audited at least once in a year by the corporation or any such competent and registered auditor appointed by the executive committee and approved by the general meeting
- (3) The financial committee will conduct internal audit before an external auditor conduct external audit
- (4) The Audit report shall be submitted to the treasurer who shall be responsible to prepare response to queries raised in the audit report and circulate audit report together with response to members of the executive committee before being presented to the general meeting.
- (5) The auditor after consultation with the executive committee shall submit the audited financial statements to the general meeting and shall include his opinion as to whether or not the affairs of the organization have been conducted;
- (a) In accordance with the provision of the organization laws and regulations and, whether the books of accounts kept by the society are in agreement therewith and give a true and fair view of the state of the affairs of the organization; and
- (b) In accordance with the objectives of the organization, by laws and any other resolutions made by the organization at a general meeting



### **PART XIII**

#### **HANDLING/ TAKING OVER PROCEDURES**

- 43.(1)** When the duties of the leader responsible for custody of organization money or either properties are handled over to another leader, the following should be considered: **Handling/ taking over procedures**
- (a) The leader handing over is to ensure that the books which record organization fund and other properties in his custody are updated ruled off and agrees with the balances shown in his book.
  - (b) The leader taking over has to check the cash or property being taken over in the presence of the leader handing over and satisfy himself/herself that the cash and the property agrees with the balances shown in the books.
  - (c) On completion of above procedures both leaders shall sign a certificate which will show the cash and balances, and any other items that have been handed and taken over.
  - (d) Signing of this certificate should be witnessed by chairperson or his/her assignee

### **PART VI**

#### **CONSTITUTION AMENDMENT PROCEDURES**

##### **Constitution**

- Amendment 44.**
- (1) Any constitution amendment of organization shall be done at the AGM meeting for votes of 2/3 of all Members.
  - (2) Constitution amendment shall be done in the manner provided in this regulation as follows.
  - (3) A member who wishes to change any provisions of the constitution or rules shall be required to present his/ her prayer in the AGM by special resolution for constitution change.

- (4) If an AGM passed for constitution amendment the procedures and drafted of new constitution shall be done and the registrar of societies must be informed for constitution Amendment.
- (5) In sending application for constitution amendment to the registrar of NGOS the general secretary shall Wright the covering letter together with the minute's sheet of the AGM which discuss and vote for constitution
- (6) No constitution amendment shall be done without a prior approve of the AGM.

**PART XV**  
**DISPUTE RESOLUTION PROCEDURES**

***Dispute  
resolution***

- 45.** (1) If any dispute arouse within the organization the dispute shall be solved amicably by negotiation
- (2) No disputes shall be send and open to court Without a Special resolution at the AGM.
  - (3) If there is a need to send the disputes to court the AGM shall discuss and vote for the registered trustees to open the case before the court

**PART XVI.**

**PART XI**

**MISCELLANEOUS PROVISIONS**

- 50.** On occurrence of any loss of organization property from whatever cause, an immediate report has to be made to the general meeting **Irregularities**
- 51.** This Regulation is approved by the Society general meeting at ..... this ..... day of ..... 2021 **Approval and Authentication of this Regulation**

## SCHEDULE

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### RECORDS RETENTION

The period for retaining documents is a complex issue and it is a decision that shall be taken by the management of each organization. The most favorable retention period shall allow for records to be kept only as long as they are really needed for legal and commercial purposes. A program shall be drawn up to select records that are to be retained or destroyed in order to keep the volume of records under control. The retention policy should be just one of the elements comprised in a much broader programme covering records management.

In determining appropriate retention periods the following factors need to be considered:

- (a) Economy;
- (b) Legal and related requirements;
- (c) Potential demand within the organization;
- (d) Historical value.

	<b>Document</b>	<b>Retention period</b>
<b>1</b>	<b>Finance</b>	
1.1	<i>Financial planning:</i>	
	Financial forecasts and budgetary working papers,	Current financial year plus 6 years
	Final estimates	Permanent
1.2	<i>Financial reporting:</i>	
	Financial statements and detailed accounts	Permanent
1.3	<i>Management of bank accounts</i>	
	Paying- in books	Current Financial year plus 7 years
	Bank statements	Current Financial year plus 7 years
	Cancelled cheques	Current Financial year plus 7 years
<b>2.</b>	<b>Investments/Treasury, etc.</b>	

	Investment Certificates	
	Cash management (short loans, etc.)	Current financial year plus 7 years
	Long-term investments policy	Permanent
	Acquisition of investment-contracts, etc	Disposal plus 7 years
	Disposal of investments –contract, etc	Disposal plus 7 years
	Portfolio valuations	Permanent
	Portfolio ledgers	Permanent

## APPENDIX

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### ALLOWANCES

Per Diem Rates

#### Locally

Per Diem rates applicable per day are as shown below:

	<b>Tshs</b>
chairman/ General Secretary	.....
Others	.....

#### Foreign

	<b>USD</b>
Chairperson/ General Secretary	.....
Others	.....

#### Other Allowances:

Facilitation Fees @ Day Tshs. ....

Transport Allowance (Taxi) @ Day Tshs. ....

Bus Fare – Actual price (Based on SUMATRA rates)

The above rates will be payable subject to the financial position of the association

#### Specific Consultancy/Duties/Services

Specific duties will be paid per day meal allowance Tshs.....

Consultancy fee Negotiable

**MEMBERSHIP APPLICATION FORM**

**(rule 5(2))**

**FORM NO 1**

**PART 1**

1. Name of the Application.....
  1. Age.....
  2. Tribe.....
  3. Religion.....
  4. Occupation.....
  5. Residence.....
  6. Reason for application.....

2. Be serious for the following explanation.

Have you read the constitution of and rules of the society and understood the same  
Yes/no [  ]

Are you read to pay membership subscription fee and other contribution?  
Because I have understood the constitution and the rules of society I am  
read to pay fee and other contribution as provided in the rule's of this  
society.

That failure to pay membership subscription fee for three months will  
result to lose my membership to this society.

Name of the chairman/secretary

**Signature**.....

Name of the applicant

**Signature**.....

**OFFICE BEARERS HAND OVER FORM**

**(rule 13(4))**

**FORM NO 2**

I.....Director/Administrator/treasurer of.....

I hand over leadership responsibility to Mr. /Miss who is a newly appointed Director/Administrator/Treasurer of this association who is elected on ..... Day.....2017.

I hand over to him/her the following office properties as follows

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

**Signature director/Administrator/Treasurer of.....**

**Signature of chairman or newly appointed**

**Director/Administrator /Treasurer.....**



**MONEY APPLICATION FORM**

**(rule 23(3))**

**FORM NO 3**

**PART ONE**

1. Name of the applicant.....
2. Age.....
3. Tribe.....
4. Religion.....
5. Occupation.....
6. Residence.....
7. Amount of money applying for .....
8. Reason for application.....

**PART TWO**

This part must be filled by the treasurer of the society.

9. Name of the application.....
10. Tribe/ nationality.....
11. Occupation.....
12. Residence.....
13. Reason's for application .....
14. Recommendation allowed/not allowed cheque/receipt no .....

**Name of the Director/Administrator/Treasurer of.....**

**Signature.....**

**Name of applicant.....**

**Signature.....**

**LEADERSHIP APPLICATION FORM**

**(rule11 (2)(a) )**

**FORM NO 4**

**PART ONE**

1. Name of the applicant .....
2. Age .....
3. Nationality/tribe .....
4. Religion.....
5. Occupation .....
6. Residence of .....
7. Time in which he/she stays as members of the foundation.....

**PART TWO**

8. Type of leadership Applying for .....
9. Reason for application .....
10. Education background .....
11. Signature Applicant .....

**PART THREE**

This part must be field by electro commission committee.

Opinion of electro commission.

- He/ She is capable .....
- Not capable .....
- Given chance for nomination or not .....

Reason for refusal/or allowed.....

**Name of the Chairman of electro commission.....**

**Signature .....**

**Stamp .....**