



REFEREES' ASSOCIATION

# AUSTRALIAN RUGBY LEAGUE REFEREES' ASSOCIATION INC

## POLICY DOCUMENT 8.11

### *Management of Funds*

Date Approved by the Board: 13/2/2000      Date Issued: 1/3/2000

#### 1. OBJECTIVE

To provide policy and procedures associated with the efficient management of Association funds

#### 2. SCOPE

In general, funds of the Association are to be used in the pursuance of the objects of the Association in such manner as the Board determines. The C.E.O. shall maintain and have custody of all records, books of account and other documents on behalf of the Public Officer.

All cheques, drafts, bills of exchange promissory notes and other negotiable instruments must be signed by any two (2) Directors of the Association

The C.E.O. shall produce a Financial Statement for the benefit of Directors at each Board Meeting.

For the purpose of any bank accounts opened by the Association the C.E.O. shall be nominated as "Verifying Officer" responsible for verifying the identity requirements of each Director.

#### 3. PROCEDURES

##### 3.1 Receipt of money

An official numbered receipt shall be issued by the C.E.O. for all monies received by the Association

All monies received by the C.E.O. shall be deposited in the Associations bank account as soon as possible after receipt.

##### 3.2 Payments

All cheques for payment will be drawn through the C.E.O.

Cheques are to be signed by any two(2) Directors

Supporting documentation must be available for Directors to examine prior to signing cheque.

Directors or any members requesting reimbursement of expenses incurred or payment for services, shall utilise a "Cheque Requisition" form, outlining details of expenses / services and attach all receipts.

##### 3.3 Books of Account

The C.E.O shall be responsible for the maintenance of suitable accounting records of the Association to enable the production of comprehensive Financial Statements required for:-

- a) Board Meetings
- b) Annual Report

The Financial Year for the purpose of the Annual Report shall be the period 1st October to 30 September inclusive.

3.4 Auditing of Association Books of Account

The Board shall appoint a Auditor for the Association annually.

The C.E.O. shall be responsible for presenting the books of account for auditing annually.

The audit shall be carried out prior to the production of the Annual Report and Financial Statements of the Association.

**4. 4. CONSTITUTION REFERENCES**

Rules 81, 82, 83, 84, 85 & 88