

1. Introduction

- 1.1 This policy contributes to ensuring the Association meets its legal and statutory requirements to maintain proper financial records at all times and to effect proper processes in executing financial transactions.
- 1.2 The policy also assists in protecting the organisation from loss through theft or fraudulent activity.

2. Scope

- 2.1 This Policy applies to all Sunshine Coast Riding for the Disabled Association (RDA) Inc. officers, members, employees, volunteers involved in performing processes associated with the receipt of funds on behalf of the Association.
- 2.2 This Policy applies to all forms of funds received regardless of the purpose giving rise to the funds being received;

3. Policy

- 3.1 The Association receives funds due to a broad range of activities including but not limited to:
 - 3.1.1 Membership Fees;
 - 3.1.2 Participant Fees;
 - 3.1.3 Sponsorships;
 - 3.1.4 Donations;
 - 3.1.5 Fundraising Activities;
 - 3.1.6 Grants; etc.

All cash and cash equivalent funds received must be appropriately recorded and recognised in the accounts of the Association.

- 3.2 The Association's Treasurer, or other authorised officer, must:
 - 3.2.1 Receive all amounts paid to the association and, if asked, immediately provide a receipt for the amount; and
 - 3.2.2 As soon as practicable, deposit each amount received into the Association's account with a financial institution; and
 - 3.2.3 Enter the particulars of each amount received (and payments made) by the Association into the Association's cash book or equivalent;
 - 3.2.4 Reconcile the cash book or equivalent with financial institution account/s on a regular basis;
- 3.3 SCRDA Charity Status is registered as a Public Benevolent Institution and accordingly attracts Deductible Gift Recipient status in entirety. As such a separate Gift Fund (i.e. separate bank account) is not required to be maintained, however a Gift Register shall be maintained by the Association whereby all gifts (whether cash or property) will be recorded;

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4. Responsibilities

Position	Responsibilities
All (financial) SCRDA Members	<ul style="list-style-type: none"> • Ensure compliance with this Policy; • Where members / volunteers are responsible for receiving cash, cash equivalent, or property on behalf of the Association, ensure they are familiar with the correct procedures and ask for help whenever in doubt;
Management Committee Members	<ul style="list-style-type: none"> • Ensure compliance with this Policy; • Regularly review and determine the site at which the Association's (physical and virtual) financial records shall be maintained; • Ensure maintenance of relevant records supporting financial records (e.g. minutes of Management Committee Meeting, Gift Register, etc);
Treasurer	<ul style="list-style-type: none"> • Supervise maintenance of financial records, compliance with policy, and compliance with underlying procedures;
Secretary	<ul style="list-style-type: none"> • Ensure maintenance of relevant records supporting financial records (in particular minutes of Committee Meetings);

5. Related Documents

- 5.1 Associations Incorporation Regulations 1999;
- 5.2 SCRDA Constitution;
- 5.3 Disaster Recovery Policy and Procedures;
- 5.4 Business Continuity Policy and Procedures;
- 5.5 Financial Procedures;
- 5.6 Gift Register;
- 5.7 ABN Current Details Lookup. (Confirmation of tax concession status and Deductible Gift Recipient status.)

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