

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 whereby services are rendered without payment being made.

2. Scope

- 2.1 This Policy applies to all Sunshine Coast Riding for the Disabled Association (RDA) Inc members and participants, and to all officers, members, employees, volunteers of the Association involved in performing processes associated with the receipt of debtor's funds on behalf of the Association.

3. Policy

- 3.1 The Association is not authorised nor qualified to make assessment of financial hardship and is required to treat all individuals and entities respectfully, equally and without discrimination in its business dealings. This means that the Debtor Policy will be applied equitably and without favour.
- 3.2 Membership fees are mandatory for all members regardless of type of membership (e.g. volunteer, employee, participant) with the Association defining various classes of membership available from time-to-time.
 - 3.2.1 The membership fee schedule will be determined by the membership at a General Meeting and become payable from 1 January of that calendar year.
 - 3.2.2 Payment of membership fees shall take precedence over payment of any other monies owing and therefore membership fees shall be deducted from any payment received before payment/s are applied to Programs, Activities or Events.
- 3.3 Participation in any SCRDA activities – whether in a volunteer, employee, or participant capacity - is not permitted until membership fees have been paid and membership has been ratified by the Committee or provisional membership granted in accordance with the Constitution paragraph 8 (3).
 - 3.3.1 Applicants will be notified when membership is ratified;
 - 3.3.2 If application for membership is rejected, membership fees will be refunded.
- 3.4 Where membership fees have not been paid, the respective individual or entity will not be recognised as a financial member of the Association and will not be permitted under any circumstance to participate in any Association activities and will forego any rights to vote at Member Meetings.
- 3.5 In addition to Membership Fees, Participant Fees will be levied to participate in Programs and/or Activities and Events (such as competitions, assessments, etc).
 - 3.5.1 The duration and/or frequency of each Program, Activity or Event shall be determined by the Committee;
 - 3.5.2 The fee schedule particular to Programs, Activities and Events shall be determined by the Committee at the outset of each calendar year or the initiation of a new Program, Activity or Event.

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- 3.6 Enrolment in a Program, Activity or Event is for the period specified for the Program, Activity or Event with any participation fees being payable upfront before the Program, Activity or Event commences.
- 3.6.1 No refunds or deductions will be made for casual non-attendance – unless an agreement is entered into with the Association at enrolment;
- 3.6.1.1 Exceptions will be made in extenuating circumstances such as significant changes in physical or psychological wellbeing – for example: broken limbs, significant health deterioration, etc;
- 3.6.2 Where SCRDA are required to cancel a session/s due to inclement weather or other extenuating circumstance (e.g. horse illness, insufficient volunteers, etc), a proportionate credit equivalent to the period cancelled relative to the specific duration of the Program, Activity or Event shall be levied against each impacted participant’s account;
- 3.6.3 Where fees are identified to be outstanding, the participant will not be permitted to participate with immediate effect, regardless of arrival for a session.
- 3.7 Should it be found that a participant has completed a Program, Activity or Event with participant fees outstanding, then the Association shall have sole discretion to:
- 3.7.1 Relinquish enrolment for that participant in any further Program/s, Activity/ies or Event/s; and/or
- 3.7.2 Place the participant on a wait-list for any future participation; and/or
- 3.7.3 Reinstate participation on payment of any outstanding fees being paid.
- 3.8 Where a Participant’s account assumes a credit balance (e.g. due to SCRDA cancellation of a session), then any credit payable by the Association will be applied to that participant’s future membership fees and/or participation fees.
- 3.8.1 Where a Government Voucher or other agency payment has been received, refunding of monies is not permitted, and credit/s may only be offset against future fees arising;
- 3.8.2 Where a participant’s account is in credit for a duration longer than six months, the Association will make every effort to contact the participant, their parent, their guardian, or carer to make arrangements for return of the credit. Where any such attempts fail, the participant’s account shall be closed out and the participant status changed to inactive. Refund of any such credit shall then not be payable.

4. Responsibilities

Position	Responsibilities
All (financial) SCRDA Members	<ul style="list-style-type: none"> Ensure compliance with this Policy;
Management Committee Members	<ul style="list-style-type: none"> Ensure compliance with this Policy; Regularly review Aged Debtors and ensure proactive communication is afforded to the participant’s relevant family member / carer / guardian that the participant is at risk of losing their ability to participate; Establish membership and program fees annually at the outset of each calendar year; Ensure maintenance of relevant records supporting financial records (e.g. Member Register with financial status noted, Participant Payment Roll or equivalent, etc);
Treasurer	<ul style="list-style-type: none"> Supervise maintenance of financial records, compliance with policy, and compliance with underlying procedures;

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	<ul style="list-style-type: none"> Ensure monthly Aged Debtor reporting is furnished to the Committee and discussed as relevant;
Secretary	<ul style="list-style-type: none"> Ensure maintenance of relevant records supporting financial records and decisions (in particular minutes of Committee Meetings);

5. Related Documents

- 5.1 Associations Incorporation Regulations 1999;
- 5.2 SCRDA Constitution;
- 5.3 Financial Procedures;
- 5.4 Member Register;
- 5.5 Participant Payment Roll;

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