



WESTERN AUSTRALIAN BRANCH

POLICIES and OPERATIONAL PROCEDURES MANUAL

Updated – 16-Nov-04

P2. PRIVATE FUNDS FOR ASSOCIATION BUSINESS, USAGE OF.

P2.1 Statement.

The Scout Association of Australia, Western Australian Branch (“the Association”) conducts many events throughout the course of any year and many persons are involved in the conduct of these events.

P2.2 It is likely that in conducting these events there will be a need to prepay funds for the booking and purchase of goods and services in order that the event can proceed.

P2.3 Under **no** circumstances are any funds of the individual person to be used for the booking of goods and services for the event.

P2.3.1 Should any funds be required then the Branch Accountant is to be requested to issue cheques for the booking of such goods and services and the payment will be offset against the income derived from the event.

P2.3.2 In the unlikely event that funds are immediately required then the approval of the General Manager will be required prior to any funds being committed by the individual.

P2.4 When goods and services are being engaged for an event then a purchase order must be issued.

P2.4.1 The procedures for the issue of purchase orders are contained in Policies and Operational Procedures Manual P3 Purchase Orders.

P2.5 Immediately following the conclusion of an event then the receipts (if any are outstanding) must be sent to the Branch Office for the attention of the Branch Accountant for reconciliation of the financial report for the event.

P2.6 Invoices presented for payment and on which is recorded a purchase order number, and for which no pink copy is held at the Branch Office, will not be paid until the corresponding pink copy is received.

Authority:

The document was endorsed by the Chief Commissioner’s Committee on 27 October 04 and by the Branch Management Committee on 16 November 04 for inclusion in the Policies and Operational Procedures Manual and accordingly is incorporated into the Branch Risk Register from this date.

Signed M. H. Thomas - Chief Commissioner.

J. S. Noakes - Branch Chairman.