

	<h2>Events Monetary Policy</h2>	Date Approved: 6 October 2019
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<ol style="list-style-type: none"> 1. Purpose and Scope <ol style="list-style-type: none"> 1.1. The purpose of this policy is to outline the procedures for using monetary funds from the Western Australian Rover Council (WARC) for WARC level events and to purchase items to benefit WA Rovers. 2. Income Procedure <ol style="list-style-type: none"> 2.1. When money (cash, cheque or direct debit) is received from a participant it is immediately receipted and the receipt is given to the participant. 2.2. Any cash or cheques are kept in the event cash tin and given to the WARC Treasurer at the earliest possible time, or following the completion of the event. 2.3. Following the event, the WARC Treasurer should ensure that the sum of the money receipted from the event matches the amount in the final event budget that is submitted. 2.4. Should the totals not match, the WARC Treasurer will discuss this with the Event Organiser and report back to the WARC Executive and Event Organiser on the necessary actions taken or to be taken. 3. Expenditure Policy <ol style="list-style-type: none"> 3.1. The compiled budget, presented with the event tender, is reviewed and approved by the WARC Treasurer and WARC Activities Officer prior to awarding the tender. 3.2. 3.2. The WARC Treasurer can issue the WARC debit card to pay for items within the constraints of the approved budget. 3.3. All debit card receipts are to be submitted to the WARC Treasurer at the end of the event and the WARC Treasurer should ensure that the sum on the receipts and returned debit card statement matches. 3.4. Any spending without a receipt will be discussed with the WARC Treasurer and outcomes decided based upon those discussions. Discussions can be reviewed by the WARC Chairman. 3.5. If spending is found to be for personal use, an invoice will be issued and 		

repayment to the WARC account should be made within 14 days of the invoiced date.

- 3.6. All other expenses relating to WARC should be claimed back using the WARC reimbursement form. All receipts must be provided, and all claims must be within the constraints of the approved budget.

Reimbursement claims should be submitted to the WARC Treasurer and made within 14 days of purchase. If not submitted within 14 days, reimbursement of funds is up to the discretion of the WARC Treasurer.

- 3.7. Should totals on the debit card or reimbursement form not match, the WARC Treasurer will discuss this with the Event Organiser and report back to the WARC Executive and Event Organiser on the necessary actions taken or to be taken.

- 3.8. The Event Organiser shall inform the WARC Treasurer and WARC Activities Officer of any occasion where the event will be at risk of operating outside the submitted budget prior to such occurrences. If deemed necessary, this additional expense shall be put to WARC for consideration.

- 3.9. A detailed event budget showing all actuals must be compiled by the Event Organiser and submitted with the event report, no later than 2 WARC meetings after the event.

4. Review

- 4.1. This policy will be reviewed every three years by WARC and the Policy and Procedures Committee or earlier if directed by the board.

5. Approval