

	FF-003.1 Western Australian Rover Development Fund Procedure	Date Approved:
		2 Aug 2016
		Author:
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		Date Reviewed:
		25 May 2020

1. PURPOSE AND SCOPE

- 1.1. This procedure constitutes the formal Western Australia Rover Development Fund Procedure referred to in section 3 of the Western Australia Rover Development Fund Policy approved by the Board of Scouts WA and must be read and applied together with that policy. It provides processes intended to guide any use of the fund.

2. PROCESS

- 2.1. Any withdrawal from the fund should not reduce the fund to below the initial value of \$100,000 plus CPI added annually from March 2014 rounded to the nearest whole dollar.
- 2.2. If a withdrawal is not made in a particular year then these funds may be available in future years enabling the fund to be used on larger scale projects
- 2.3. Applications must take the form of a report addressing the following criteria:
- 2.3.1. The identification of clear deliverables or quantifiable objectives to determine the proper use of funds and the success or failure of the application.
 - 2.3.2. An amount of funds requested including a detailed budget for the project.
 - 2.3.3. Applications should demonstrate that no alternative funding is available for the project either from within Scouting or externally, or where alternative funding avenues have been rejected.
 - 2.3.4. The identification a current Rover Scout who will take the responsibility and will be held accountable for the use and implementation of the funds.
 - 2.3.5. A timeframe to spend the funds within.
- 2.4. Application approval must follow the following process
- 2.4.1. The application must be approved by the Western Australian Rover Council Executive and then the full Western Australian Rover Council where it must pass with a majority.

- 2.4.2. The application should then be presented to the Finance and Investment Committee before being potentially recommended to the Scouts WA Board.
- 2.4.3. Once approved by the Scouts WA Board, the Scouts WA Finance Manager will create a job number for the project. Reimbursement and payment of invoices will be conducted through the existing Scouts WA processes.
- 2.5. Once the objectives of an application have been completed or the funding is exhausted a report will be submitted to the following Western Australian Rover Council meeting outlining the delivered outcomes and financial expenditure. This report will also be forwarded to the Finance and Investment Committee.
- 2.6. Any additional funding must be re-approved through the application process outlined in Section 2.3
- 2.7. Any unspent funds will be returned to the Rover Development Fund.
- 2.8. Any profit or surplus resulting from the use of the Rover Development fund (e.g. events or sale of goods) will be returned to the Rover Development Fund.

3. REVIEW

- 3.1. This procedure shall be reviewed every three years by the Finance and Investment Committee (FIC) or earlier if directed by the Board.
- 3.2. The procedure may also be reviewed upon formal request to the Finance and Investment Committee by the Western Australian Rover Council.

4. APPROVAL

- 4.1. This procedure was approved by the Board of Scouts WA on 25 May 2020.