



Eastern Region Tennis Incorporated

Guidelines

To be read in conjunction with the Rules of Eastern Region Tennis Incorporated

May 2017

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1. FINANCIAL BUDGET

The Treasurer shall be responsible for monitoring and recording all financial transactions of the Association in a professional manner and having the accounts of the Association audited each year in accordance with the requirements of the Department of Consumer Affairs under the Associations Incorporation Act. The treasurer shall also provide all financial information required by the ATO and any other authorities as necessary.

Actual income and expenditure is to be recorded against budgeted amounts and/or previous year's results as a means of monitoring and controlling expenditure, and a report of the position is to be presented at each Committee meeting. The report shall include the current balance sheet and an income and expenditure report as well as an "all transactions journal" showing all entries since the previous report.

For monitoring purposes separate accounts shall be set up to record activities as appropriate for managing the Association.

The audited accounts for each completed financial year shall be presented to the AGM by the Treasurer together with a financial report for the year.

The financial records of the Association shall be regularly backed up by the Treasurer and kept secure.

2. AUTHORISATION OF EXPENDITURE

The Treasurer shall be authorised to make payment on receipt of an invoice, for expenditure for goods and services, either noted to the effect that the goods or services have been received and are satisfactory, or with a statement to that effect received from an Association Member authorised to make such expenditure on behalf of the Association. It should be noted that the Association Member, in presenting an invoice for payment is in principle confirming that payment should be made.

In addition, for major items of expenditure, specific prior authorisation must have been given by the Committee, and the Treasurer shall make payment providing the amount of the invoice is essentially in accordance with that authorisation. For minor items of expenditure, the Treasurer shall be required only to check that the amount appears reasonable for the nature of the goods or services involved.

3. SPONSORSHIP

The Association may solicit from business institutions or traders, donations to the Association to be used in a manner decided by the Committee.

4. HONORARIA

The Committee may, by resolution, determine an amount to be paid to one or more office bearers as an honorarium. This is not a payment for time, but rather a token payment in recognition for particularly valuable services to the Association.

5. CLOSING TIMES FOR COMMITTEE MEETINGS

In the interests of avoiding late Committee Meetings, no new business shall be commenced after 10.30pm.

6. ERT RESPONSIBILITY GUIDELINES

These Guidelines are to read in conjunction with the ERT Responsibility Guidelines as adopted and amended by the ERT Executive Committee. The Responsibility Guidelines detail the duties and obligations of members of various Sub-Committees and the Executive Committee which are to be adhered to by the responsible person.