



Procedure – Financial Rules for Fundraisers

Scope

This procedure applies to any person organising or running a fundraiser for or on behalf of Corrimal Surf Life Saving Club.

Purpose

The Australian Taxation Office requires Corrimal Surf Life Saving Club to be able to show a clear and accurate record of all income and expenditure. Audits of our books are conducted each year to verify the accuracy of records of all financial transactions and compliance to taxation related legislation.

Procedure

1. Any expenses incurred in purchasing goods or services for a fundraiser need to be paid for by the person organising the fundraiser at the time of purchase or by surf club cheque provided by the Treasurer prior to purchase taking place
2. All payments made by the organiser, associated with the fundraiser, will be reimbursed by the Club in full, upon receipt of an invoice for the goods or services
3. All monies raised or donated during the conduct of the fundraising event must be provided to the Club Treasurer for banking at the conclusion of the event without delay
4. Expenses incurred during the running of the fundraising event must not be paid for out of the monies raised or donated during the conduct of the event by the event organiser. Options for payment of expenses include:
 - Paid for by the person organising the fundraiser
 - Paid for by surf club cheque provided by the Treasurer

Print Date: Wednesday, 21 January 2015

This document is UNCONTROLLED once printed

Document Name	Doc. Number	Doc. Type	Version No.	Date of Issue	Page
Financial Rules for Fundraisers	PRO-3.1.04	Procedure	1	21 January 2015	Page 1 of 1