

ORIENTEERING VICTORIA FINANCIAL PRACTICES AND POLICIES

1. Membership Fees and Event Levies

- 1.1 Membership fees and event levies for the following calendar year are generally set at the October Council meeting. Proposals should be circulated after the August Board meeting to allow delegates to be in a position to vote on behalf of their clubs and subcommittees at the October meeting.

Apart from costs originating from Orienteering Victoria, they must take account of OA membership levies other OA charges (insurance, WOC/JWOC team funding etc.) and Australian Orienteer costs. These are set by the OA and are sometimes not finalised until after the start of the year

- 1.2 An event levy is payable to OA for all events. These OA levies are in addition to the normal OV event levy.
- 1.3 Orienteering Victoria will set the charges for purchase and hire of SportIdent cards.
- 1.4 Orienteering Victoria will contribute towards funding of Victorian members of WOC and JWOC teams.
- 1.5 Life Members are entitled to free membership of Orienteering Victoria.

2. Controllers

Championship events and other major events (eg international events) are likely to incur greater than usual expense for controllers. These expenses should be budgeted for in the event planning and the appropriate amount paid to the Controller for that event.

3. OA Map Loans

If Orienteering Victoria has to borrow money from OA to reloan to a club, the club will be charged the interest rate required by OA.

OA will lend money to Orienteering Victoria (and not to individual clubs) to assist with major events. OV will require the details listed there from clubs on whose behalf a loan is being sought.

4. Orienteering Victoria Loans

For loans to clubs from OV funds. Orienteering Victoria will charge the same interest rate as OA ie 2% less than what is being earned in the fund from which the loan money is drawn with the rate fixed for the life of the loan.

When considering loans, Orienteering Victoria will take into consideration the balance of finance of the club. Loans should only be made on commitment of actual expenditure.

5. Club Affiliation Fees

Clubs failing to make payments for fees and levies within twelve months of the due date shall, unless the Council otherwise determines, cease to be Affiliated with the Association. (Constitution)

6. Employment

Refer to separate Employment Policy

7. Sub-Committee Spending

Orienteering Victoria Sub-committees are allocated budgets as part of the overall VOA annual budget.

All bills are to be forwarded promptly to the Treasurer for payment, with an explanatory note indicating the originating sub-committee and an explanation of the expense.

Convenors should keep a record of amounts expended by, or on account of their sub-committee. Sub-committees are asked to keep well within these budgets and to seek approval from the Board in advance for any item of expenditure likely to exceed 25% of the sub committee budget. When 75% of the allocation has been committed Convenors should consult with the Treasurer to ensure that OV income to date does allow for further expenditure to be made.

Unless a separate arrangement for holding moneys has been made, all income should be forwarded promptly to the Treasurer, again with an explanation of its origin/purpose and sub-committee to be credited.

Limits on Expenditure

The following limits are placed on expenditure that Board members (or other OV officials) can personally commit on behalf of Orienteering Victoria without requiring formal specific Board (or Council) authorization.

- the maximum amount Board members, or other officials acting on Orienteering Victoria's behalf, are permitted to spend or commit to spending without seeking specific Board authorization shall be \$250. This amount can be overridden by a standing authorization for a specific role – eg the Director of a major event needs to have considerable autonomy in day-to-day expenditure.
- the maximum variation to the Orienteering Victoria budget the Board can make without reference to Council (by postal ballot if necessary) shall be \$2,000. This does not apply to the expenditure of grant or other external funds, or the implementation of Council decisions.