

ADELAIDE STEINER EDUCATION ASSOCIATION INC.

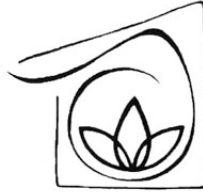
ASEA: FINANCIAL POLICIES AND PROCEDURES

BURSARIES

- A total of \$500 in bursary funding can be approved over a period of 3 years
- An invoice for payment or receipt for reimbursement must be provided before an approved bursary payment can be reconciled

FUNDRAISING

- Class fundraising can be carried out via an approved square facility that is linked to an approved ASEA General or ASEA class account or by accepting cash to be deposited later into the same approved class account.
- Where a fundraising event includes outlay costs, receipts need to be provided to the ASEA Treasurer and the class fundraising organiser who will pay out the outlay costs, with the remainder of the funds raised constituting the fundraising proceeds.
- The class fundraising organiser needs to ensure that all receipts for any outlay costs and a list of amounts reconciled.
- The raised funds can only be used to reimburse goods used in the fundraising event.
- Previously raised ASEA funds cannot be used for outlay costs.
- At the end of a fundraising event, 10% of all proceeds raised must be transferred into the general ASEA account to contribute to ASEA management and bursary funds.
- Where more than one class wants to fundraise at an event, fundraising opportunities will be equally distributed amongst classes. The Fundraising Officer will decide distribution of fundraising stalls. Where there is a conflict of interest or an issue that cannot be resolved, the ASEA Executive will decide.



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- Requests for fundraising need to be submitted to the fundraising committee by the call for applications deadline.
- If there are funds left in a class account after the class has finished primary school, the funds will be rolled over into the general ASEA account
- Under ASEA fundraising it is the responsibility of fundraisers to ensure that they are selling approved items which include food and craft.

GENERAL PAYMENTS

- Where a request for payment for a Class or Event is required, an Invoice for payment or receipt for reimbursement must be provided before any payment is made.
- If a partial payment of an invoice or reimbursement is required, Further details of the transaction may be required to confirm the claim before payment.

MEMBERSHIP

- Association Membership is an annual cost made through the ASEA Website.
- Membership is generally not refundable.
- In the event, that a person claims to have been charged membership by the association in error, the association will require proof that the event has occurred. This may include statements, invoices, and emails which prove the legitimacy of the claim at which point the association will take steps to prove that legitimacy before further action.
- If it is found to be a fraudulent claim, the association will take the necessary steps through available channels to report the event as necessary to authorities.