



Russell Family Fetal Alcohol Disorders Association

RFFADA Approval Policy

Background

As rffada's Committee Members and the Executive Officer are all situated in various locations around Australia, - Cairns and Melbourne, face-to-face meetings are not viable on a regular basis. While the Secretary makes the majority of minor decisions, there are times when the whole Committee must provide a response to a more significant request, payment, financial commitment or other issue.

Process for Gaining Approval from Committee Members:

1. Any requests for operational expenditure of more than \$1000.00 by the Executive Officer or the or a Committee member for more than \$200.00 must be approved by a minimum of two Committee members
2. In the case of the request being made by a Committee member that member cannot approve his or her own request
3. All requests for reimbursement, expenditure etc must be submitted first to the Treasurer so that expenditure and approvals may be monitored
4. Requests must include the estimated amount or quote in the body of the email – copy and paste from the document showing the number of items, type of expenditure, GST and the total commitment
5. Once a request, quote or reimbursement has been approved by two members of the Committee, the email is saved and the Treasurer will send the expenditure document and the email approval to the Treasurer for payment
6. The amount on the invoice/quote/receipt being paid must match (within reason) the prior amount approved
7. If a Committee member is on leave and unable to respond to emails, another Committee member will be appointed to act on their behalf

Authorisation

Anne Russell
Secretary rffada
21st April 2013