



ACT Rural Fire Service
Standard Operating Procedure 1.15
Management Of Brigade Funds

1.15
Administrative
Management

Purpose

To outline the way Rural Fire Service Volunteer Brigades collect, keep and utilise funds

Operating Procedure.

The ACT Emergency Services Agency currently provides funds for the supply and servicing of the needs of Rural Fire Service Brigades. Brigades also raise money from donations and fundraising efforts to pay for minor station improvements and equipment purchases, as well as to maintain the morale of the brigade by building an environment which promotes teamwork and community service.

Brigades are fully accountable for the use of the funds which they raise. In the first instance, Brigade officers are accountable to their members through the Annual General Meeting and other meetings of the Brigade, but all Brigades should recognise that the collection of funds from the public carries with it an obligation to be publicly accountable for the proper use of the funds. Accordingly, a copy of the audited annual financial statements of each Brigade is to be made available to the Chief Officer after being received by the Brigades own AGM.

PROCEDURES

- All brigades must appoint a Treasurer who will be responsible for the proper management of brigade finances. No funds are to be spent without the recorded approval of the Brigade Executive, however described.
- All cheque and other accounts must be in the name of the Brigade and have at least two signatories who are members of the Brigade Executive. Accounts opened in the name of the Brigade require the Chief Officer's agreement for the use of the Brigade's name. As well, the use of RFS resources for fundraising activities requires the Manager, Operations prior agreement.
- All monies raised and received and spent by a Brigade must be recorded in a way which allows for accurate accounting, reporting and auditing.
- All monies must be banked in accounts which clearly define the Brigade as the holder of those monies. Such monies must not be deposited in accounts which are in an individual's name, or the name of an organisation which is not the Brigade.
- An appropriately qualified person must audit all monies received and spent annually by the Brigade and an audit report tabled at the AGM along with a copy



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of the Brigade's annual financial statements to the Chief Officer within fourteen days of the AGM.

- All monies received by a Brigade must be banked as soon as possible and it is the responsibility of the Brigade Treasurer to ensure that minimum amounts of cash are kept on the Brigade premises overnight. If small amounts of cash are to be kept on the Brigade premises, they should be properly secured.

Monies raised by a Brigade can only be used for the following purposes:

- Updating of equipment;
- Purchase of new equipment;
- Improvements to brigade station facilities;
- Occupational Health & Safety issues;
- Training equipment and requirements;
- Administration facilities;
- Maintaining the teamwork attitude and environment of the brigade;
- Meeting financial obligations to the ACT Volunteer Bushfire Brigades Association (however described);
- Providing for the welfare of sick and/or injured members and their families or for the welfare of the families of deceased members; and
- Other purposes specifically agreed by the Chief Officer RFS.

Receipts must be issued for any amount of \$2.00 or more, provided the identity of the person making the payment or donation is known.

The Brigade President (however described) is responsible for ensuring that proper financial records are kept and that an appropriately qualified person audits those records annually.

Maintained By: Manager, Membership

Approved By: Andrew Stark

Position: Chief Officer RFS

Signature:

A handwritten signature in black ink, appearing to read 'Andrew Stark', written over a light green rectangular background.

Date: 15/02/2011

Cross Reference SOP/s: SOP 1.11 Dispute resolution

Amendments: