

WMAA BUDGETING & ACCOUNTING POLICIES & PROTOCOLS

Operating Budgets

- Branch and Division operating budgets are due by September 15th each year and are to be submitted by email to National Office no later than this date.
- Operating budgets are to be drafted for the following calendar year (i.e. Jan to Dec)
- The template to be used for this budget is available from National Office and will be provided by e-mail to the branches two months prior to the due date.
- Branch Operating Budgets should be drafted upon consultation with all their working groups and sub branches and should include all working group and sub branch activities. The exception to this rule is that state working groups that have a National Division should submit their budget to that National Division for incorporation with the Division budget.
- Functions (seminars, breakfasts, Christmas parties etc) operated by Branches, Divisions and Working Groups should be self funding or accounted for in the operating budget process.

Projects

Projects Overview:

- Projects must be a process undertaken which fits within the strategic directions of the Association and have benefits for the broad range of members.
- Projects undertaken must have defined outcomes with all intellectual property remaining with the Association.
- Project submissions are required to be lodged by September 15th each year for consideration for funding for the following calendar year. Project submissions must include a project budget on the WMAA budget template which will be provided by National Office.
- Projects will be assessed by the Project Review Committee. The committee is currently comprised of WMAA Branch Presidents.
- Projects applicants will be advised of the assessment outcomes by December each year.
- Project outcomes should be submitted to the National Office of the Association and listed on the website.
- Funding for approved projects must not be reallocated to other unapproved projects without approval from the Board.

Project Finance & Administration:

- Project commencement cannot be undertaken until formal budgets have been received and approved by the board.
- Projects must have a detailed budget and budget overruns in excess of \$500 must seek the re-approval of the board.
- Where consultants are utilised, they must be used on a fixed price basis and be contractually bound by these conditions. Two standard contracts are available from WMAA National Office viz. Contract for appointing consultants and Contract for project management.
- Consultants engaged for a project must be hired under the WMAA protocol for the hiring of consultants.

- A risk assessment must be conducted on all projects. This risk assessment must review maximum financial and other contracted liabilities that the Association may become exposed to.
- Where members of a committee are also associated with the paid consultants for a project, that member must stand aside from the submission & approval process. A project leader should not be a consultant to the project.
- All projects will have a project number and documentation submitted for payment must have the project number attached.
- All project payments must be signed as payable by the project leader.
- Projects approved must submit a quarterly report identifying the current status of the project.
- Projects not commenced by September 15th of a year will be required to be resubmitted under the next year's budget. Projects with a commencement date originally identified post this date will be exempt.