

## POLICY

### NSW BOCCIA

#### FUNDING ACQUITTAL POLICY

##### **Purpose:**

To ensure that all acquittal obligations are met by BNSW to meet funding obligations set by external agencies.

##### **Policy Procedures:**

1. On receipt of external funding, BNSW committee to review all acquittal obligations and record allocated responsibilities to ensure fulfilment of those obligations within the specified time frames.
2. The Committee will review progress on meeting grant obligations. In particular a summary of all grants received, where full acquittal submissions have yet to be approved, **be tabled to each committee meeting**. The summary should show the following information for each grant:
  - Body providing grant
  - Purpose of grant
  - Date received
  - Amount received
  - Amount acquitted to date
  - Balance not acquitted
  - Other obligations not met
  - Date funding acquittal report to funder should be lodged
  - Whether any amounts may be carried forward
  - Any brought forward balances
3. All final acquittal reports must be approved by the BNSW Committee prior to submission to external funders.
4. Primary responsibility for grant acquittals rests with the President and Treasurer
5. All correspondence with external funding agencies will be shared with the BNSW Committee

This policy will be reviewed by the Committee on an annual basis.

A copy of this policy will be posted on the Boccia NSW website.

Any complaints about this policy should be made in writing to the Committee, and will be considered at the next possible Committee meeting.

Date approved by the Boccia NSW Committee: 27/01/2015

Date of next review: 30/06/2016