



TREASURY POLICY

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1. Introduction

1.1 This purpose of this policy is to ensure volunteers understand which expenses may be partially or fully reimbursed, and the process for doing so.

2. Policy

2.1 Members are entitled to claim partial or full reimbursement for expenses incurred and paid for by the member in fulfilling their role as a volunteer within Fauna Rescue.

2.2 Members must use separate claim forms for each claim type ie. General Expense, Travel/Kilometre, and Vehicle Use.

2.3 It is the member's responsibility to clearly itemise each expense/relevant activity being claimed and ensure the relevant receipts (where required) are provided. Claims must be legible, especially when providing bank details for reimbursement. Where an illegible or incorrect bank account is given, any rejection fees charged by the bank will be deducted from the claim.

2.4 Claims must be lodged in a regular and timely manner. It is recommended that lodgements occur at least monthly, except for the Vehicle Use Contribution Claim, which may be submitted at the end of 12 months. Delays in lodging claims for a protracted period of time may jeopardise their approval. Claims for expenses which date back more than three months must be accompanied by an explanation for the delay when submitting the claim and the claim will be considered by the Committee for approval.

2.5 It is the Treasurer's responsibility to thoroughly check all claims and this responsibility conveys to any person filling this role at any time.

2.6 If you have any queries, please contact the Treasurer (refer Committee list in the member section of the website).

2.7 **Please note:** The financial year of Fauna Rescue of South Australia Incorporated runs from 1st April through to 31st March. Any expense claims at the end of the financial year must be submitted as close to the 31st March as possible, or the member may risk having their claim rejected.

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3. General Expense Reimbursements

3.1 Please refer to **Appendix A** for an example of how to complete a general expense claim form.

3.2 Essential Nutrients

3.2.1 Members are entitled to receive a partial reimbursement of essential nutrients for wildlife in care including incidentals required to feed baby wildlife such as bottles, teats and syringes. The essential nutrients list for each species can be found in the member area on the website, under notices/lists/forms.

Note: Where possible, please order essential nutrients and incidentals through your stockist as listed on the Formula and Supplies Price List.

3.3 Species Specific Pre-Approved Expenses

3.3.1 Pre-approved expenses such as bedding straw for ducklings and High Protein Supplement for possums will be reimbursed at the partial reimbursement rate.

Note: Please refer to your stockist for purchases of High Protein Supplement.

3.4 Veterinary Expenses

3.4.1 Please refer to the **Vet Bill Assistance Policy** for guidance on reimbursements.

3.5 Vaccination Expenses

3.5.1 Where a carer requires vaccinations to handle certain wildlife, and they have received pre-approval from their Coordinator, these costs will be reimbursed in full.

3.6 Essential Nutrients/High Protein Supplement – Bats/Flying Foxes

3.6.1 While Bats/Flying Foxes are at creche levels (5 or more), and at Heat Stress Events, 100% of costs will be reimbursed, otherwise the partial reimbursement rate will apply.

3.7 Expendable Heat Requirements

3.7.1 The cost of purchasing bulbs for heat lamps will qualify for the partial reimbursement rate.

3.7.2 Purchases of heat pads and mats will qualify for the reimbursement rate for the first heat pad/mat purchased but additional pads/mats are at the expense of the member. Heat pads, heat lamps and temperature control units are available through your stockist.

3.8 Delivery

3.8.1 The cost of delivery to the carer for any items covered in this policy, is at the costs of the carer.

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3.9 Summary

- 3.9.1 All general expense claims must be supported by tax invoices showing the name of the business/supplier, date of transaction, items purchased, amount paid, and, where relevant, the amount of GST included in the transaction. Please check your receipts to ensure you are receiving a tax invoice.
- 3.9.2 Claims for essential nutrients and/or pre-approved veterinary related expenses, require the prior lodgement of Animal Records by the member. It is the member's responsibility to ensure these Records are lodged prior to claiming any reimbursements. It is the Treasurer's responsibility to check the relevant Animal Records have been lodged before making any payments.
- 3.9.3 Claims completed correctly will be paid within 5 to 7 days of receipt. Members claiming for the first time may experience a delay of 24 to 48 hours in receiving their reimbursement. This is a security measure put in place by the bank.
- 3.9.4 The partial reimbursement rate is reviewed annually and at **31st July, 2022 is 75%**.

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4. Travel/Transport/Kilometre Reimbursements

- 4.1 Please refer to **Appendix B** on how to complete a claim form
- 4.2 Members can claim a reimbursement for kilometres travelled for the following:
 - 4.2.1 Return travel to undertake a rescue (whether the rescue is successful or not);
 - 4.2.2 Return travel to the site of a reported deceased animal to check for possible surviving young;
 - 4.2.3 Return travel to collect an animal from a member of the public, vet or another carer;
 - 4.2.4 Return travel to transport an animal in your care to a vet, for release, or to another carer;
 - 4.2.5 Return travel to sites to collect native food, such as leaves and blossom, for possums and koalas; and
 - 4.2.6 Return travel to sites to collect “mass donations” of food or linen during times of crisis and delivering to headquarters or a designated member. This activity should be approved by the coordinator of the event.
- 4.3 Kilometres may not be claimed for the private portion of any travel or to purchase food from retail or wholesale outlets for animals in your care.
- 4.4 Members must personally note their starting speedometer reading and final speedometer reading when returning home for the above travel.
- 4.5 **Note:** Travel that is anticipated to be more than 250km must be approved by your species coordinator or the chairperson prior to travel.
- 4.6 If you need to travel for a purpose not listed, please provide details of the travel to the Treasurer (prior to travel) so that it can be submitted to Committee for consideration.

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5. Completing the claim form:

5.1 When entering your travel on the claim form, please indicate the travel type:

C = Call Out

T = Transfer

F = Food

R = Release

V = Vet visit

5.2 Please ensure that your call outs are recorded in the database, especially where you may receive calls directly.

5.3 **Note:** Where you receive a call direct from a vet or MOP, please call the hotline to log the call. Not only will this ensure your call is recorded in the database, the operator may be able to locate a rescuer or carer that is closer to the location of the call out. If you are unable to get in touch with the hotline operator, please contact Sue Gredley (or Marie Kozulic if Sue is unavailable).

5.4 Rescues for other animal welfare groups must go through the hotline or Sue Gredley. Any calls direct to Fauna Rescue members from other welfare groups will not be eligible for reimbursement with respect to kilometres travelled.

5.5 The reimbursement rate is reviewed annually and as at **13th July, 2022 is \$0.25 per kilometre.**

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6. Vehicle Use Reimbursements

- 6.1 Please refer to **Appendix C** on how to complete a claim form.
- 6.2 Members are entitled to claim a Vehicle Use reimbursement for every 1,000kms within Fauna Rescue of South Australia Inc's financial year ie. 1st April through to 31st March. This is to contribute to the maintenance of your vehicle for those members who do a reasonable amount of travel for Fauna Rescue.
- 6.3 Members must keep records of their kilometres travelled and it is up to the member to lodge a claim for Vehicle Use. This is not paid automatically. Unlike other claims, the Vehicle Use claim does not have to be submitted monthly.
- 6.4 The current reimbursement rate as at **31st July, 2022 is \$50 per 1,000 kilometres.**

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APPENDIX A



Fauna Rescue of South Australia Inc General Expense Reimbursement Form

(Not to be used for Travel/Kilometre Claim)

Name: Phone:

Address:

Bank Account Name:

Date	Claim Description	Amount \$
1/04/2022	Mince meat for magpies in care	\$12.00
10/04/2022	Woolworths - Apples for possums	\$4.00
15/04/2022	Bedding Straw for ducklings	\$65.00
17/04/2022	Crickets for bearded dragon	\$35.00
23/04/2022	Hay for kangaroos	\$32.00
	Total	\$148.00
		75% \$111.00
24/04/2022	Antibiotic for wombat approved by _____	\$21.00
27/04/2022	Kangaroo castration approved by _____	\$250.00
30/04/2022	Flying fox vaccinations approved by _____	\$150.00
	Total	\$532.00

Provide details of the expenses including what was purchased and what animals it was purchased for.

If you are claiming both partial and full reimbursement of expenses, please separate them.

You need to advise who approved veterinary, vaccination and flying fox (creched) costs.

Make sure account details are correct and legible.

Add your signature to verify the information provided is correct.

If this is your first claim, or if your bank details have changed: BSB: Account No:

I (print) as a member of Fauna Rescue of SA Inc, declare that the expenses were incurred providing volunteer services to Fauna Rescue of SA Inc and not for private use.

Date: Signature: _____

Original receipts must be attached for verification and record keeping purposes. If claims do not have the correct supporting documents, they cannot be processed and will be returned to the claimant. ALL CLAIMS ARE SUBJECT TO COMMITTEE APPROVAL.

Email your claim to: treasurer@faunarescue.org.au or post to: Treasurer - Reimbursements, PO Box 241, Modbury North SA 5092

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APPENDIX B

Fauna Rescue of South Australia Inc Travel Claim Form



Name: Phone: Note your starting speedometer reading and the reading when you reach your final destination to calculate the total kilometres travelled.

Address: Bank Account Name:

Date	Claim Description (From/To)	Type	Kms Claimed
1/08/2022	Home to 408 Glynburn Rd, Erindale for RT possum rescue, to AVSARC Magill Rd, Norwood then return home.	C	105.6
3/08/2022	Home to Education Rd, Happy Valley for leaf collecting for possums then home.	F	14
9/08/2022	Home to Morphett Vale to release quail then home.	R	39
12/08/2022	Home to Athelstone for injured kangaroo, euthanised, return home	C	55
18/08/2022	Home to Kersbrook to rescue kangaroo, unable to locate, return home	C	65
21/08/2022	Home to Clovelly Park to transport ducklings, return home	T	41
22/08/2022	Home to Paradise Vet to pick up lorikeet, return home	C	28
25/08/2022	Adelaide City (work) to Botanic Release Aviary to feed flying foxes, then return to work	F	36
28/08/2022	Home to Eastside Vet Clinic for possum, return home	V	8
30/08/2022	Home to Gawler to transport blue tongue lizard to coordinator, then home	T	70
31/08/2022	Home to Belair to check deceased animal, then home	C	
		Total Kms	461.6
		Total claim @ 25c per Kilometre	\$115.40

Travel can be for rescues, food collection, animal release, unsuccessful rescues, transportation, vet visits and to check deceased animals for young.

Enter the code for the type of travel undertaken.

Travel does not have to always originate or end at home but it must be travel for Fauna Rescue.

If this is your first claim, or if your bank details have changed: BSB: Account No:

I (print) as a member of Fauna Rescue of SA Inc, declare that the travel incurred providing volunteer services to Fauna Rescue of SA Inc and not private use. Make sure account details are correct and legible.

Date: Signature: _____ Add your signature to verify the information provided is correct.

Details must be given as to the starting point of your travel, the destination, the purpose of your travel and any locations visited. Inaccurate or illegible claims cannot be processed and will be returned to the claimant. ALL CLAIMS ARE SUBJECT TO COMMITMENT.

Email your claim to: treasurer@faunarescue.org.au or post to: Treasurer - Reimbursements, PO Box 241, Modbury North SA 5092

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APPENDIX C



Fauna Rescue of South Australia Inc Vehicle Use Contribution Claim Form

Name: Phone:

Address:

Bank Account Name:

Enter the balance from your previous claim or leave blank if it's your first claim or the start of a new year.

Date	Claim Description (From/To)	KMs
	Carry over Km balance from previous claim	815.3
	Add:	
	Kilometres travelled 1/4/22 - 30/4/22	629.0
	Kilometres travelled 1/5/22-31/5/22	586.0
	Kilometrest travelled 1/6/22-30/6/22	755.0
	Total Kms	2,785.3
	$2 \times$ Vehicle Use Contributions per 1,000km	2,000.0
	2×550	Total Claim 100.0
	Balance Kms Carried Over	785.3

If this is your first claim, or if your bank details have changed: BSB: Account No:

I (print) Sam Citizen as a member of Fauna Rescue of SA Inc, declare that the incurred providing volunteer services to Fauna Rescue of SA Inc and not private use.

Date: 5/07/2022 Signature: _____

Inaccurate or illegible claims cannot be processed and will be returned to the claimant. ALL CLAIMS ARE SUBJECT TO...
Email your claim to: treasurer@faunarescue.org.au or post to: Treasurer - Reimbursements, PO Box 241, Modbury N

The remainder of you kilometres can be carried over to your next claim.

Don't forget to check your account details and sign the form.