



# **ESA DISCIPLINE COMMITTEE BANK ACCOUNTS**

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## Revision History

Updated/Created by	Helen Coleiro	
<b>Version</b>	<b>Date superseded</b>	<b>Reason for change</b>
0.1	09/02/20	Initial Draft
0.2	23/02/20	Draft # 2
1.0	29/05/20	Final approved

## **Discipline Committee Bank Accounts**

### **Introduction**

The Board of Equestrian South Australia (ESA) delegates functions to **Discipline Committees**. These committees provide the Board with effective technical management of the ESA equestrian disciplines and some associated support functions.

In order to provide greater clarity, the ESA Board has chosen to create bank accounts for the individual committees. These accounts will be accessed by nominated committee representatives who will be able to view the transactions and available balance of their discipline. In this way each discipline will be able to assess the success of their funding efforts and make plans and budgets with greater certainty.

### **Statement of Authority**

This Regulation is made by the Association's Board under rule 31 of the ESA Constitution.

This Regulation must be read in conjunction with the ESA discipline Committee By-Laws and the ESA Delegations Authority Policy.

The Board is responsible for the overall control and management of Equestrian South Australia (ESA).

This Regulation applies where the Board has delegated functions to a committee, and where the Board has provided that committee with a separate bank account.

Discipline committees are administrative representatives of the Association and are not authorised, entitled or empowered to enter into contracts or to incur liabilities on behalf of the Association or independently.

## Committee Bank Accounts Management

Discipline Committee bank accounts have been opened with the ESA Bank (ANZ Bank). Each committee has one account in its name.

- This regulation should be read in conjunction with the ESA Delegations of Authority Policy and Discipline Committee By-Laws.
- The funds held in any ESA or ESA discipline committee bank account shall remain the property of the association.
- Individual bank accounts are made available to the Discipline Committees at the absolute discretion of the Board. The Board retains overall responsibility for the operation of the bank accounts.
- The bank accounts are for Equestrian South Australia discipline committee business only.
- The bank accounts are made available to assist the disciplines with future planning and monitoring.
- Access is provided to the bank accounts to nominated individuals, approved by the Board, on a read-only basis.
- Barring exceptional circumstance, the Committees shall retain funds raised throughout the year for use in the following year/s.
- The Board maintains the right to retain funds, remove access or close down accounts in exceptional circumstances, at its absolute discretion.
- No committee shall have access to the accounts of ESA or of another committee without the express permission of the Board and the affected committee Chair.
- Revenue or income generated by a committee shall be credited to that committee's bank account either directly or by transfer, depending on the business practicability at the time.
- All items of expenditure shall be made by the normal ESA business processes. These expenditures shall be debited to the relevant committee bank account.
- Equestrian SA is the responsible entity for matters pertaining to the Australian Taxation Office (ATO). All financial transactions which attract Goods and Services Tax (GST) will be included in the ESA reporting responsibilities to the ATO. All revenue gained by ESA and any discipline committee will be subject to collection of GST, and the claiming of GST credit on ESA and committee expenses will be accounted to the relevant committee bank account.
- The discipline committees will be credited with revenue amounts excluding the GST component. Expenses will be allocated to the discipline committee excluding GST when a valid tax invoice has been submitted or, including GST when no tax invoice has been submitted.
- ESA will remain the authority to source and obtain funding from government and Equestrian Australia. Such items of funding may be distributed to the committee accounts, as required or dictated by the conditions of the grants.

- With reference to the previous item, ESA will retain the responsibility to prepare acquittal reports as may be required by the conditions of funding.
- Each discipline committee will be expected to manage its affairs so that the bank account will always show a credit balance. If a budgeted expense is in excess of available funds, the Board may choose to provide funds provided that prior business planning has been agreed with the Board.
- If a committee incurs an unbudgeted expense in excess of available funds, the Board may choose to act as a lender of last resort to the committee. In such case the Board retains absolute authority to deal with the committee as may be appropriate at that time.