

CHAPTER FINANCIAL POLICY

POLICY Reference F-CF	
Last amended	30 January 2019 (GFAC Review)
Board Endorsement	5 July 2019
Proposed Review Date	30 June 2021
Related Documents	ARMS Constitution ARMS ByLaws Chapter Committee Terms of Reference Code of Conduct

1. PURPOSE

The purpose of this Policy is to provide guidance to Chapter Committees in the development and delivery of its annual program of activity.

2. PRINCIPLES

ARMS provides each Chapter Committee an expense allocation of up to **\$AUD 4,000** per **financial year (1 July – 30 June)** for the delivery of activities, events and workshops within their Chapter.

The expense allocation provided to each Chapter is to ensure that high quality member benefits are provided in accordance with the [ARMS Strategic Plan: Towards 2025](#).

In addition to the annual allocation of \$AUD 4000, each Chapter Committee will receive a **maximum** of \$AUD **2,000** per **financial year** to be used specifically for **travel awards** designed to provide local members with the opportunity to attend the annual ARMS conference.

3. CHAPTER ACTIVITIES

At a minimum, each Chapter will be expected to use its expenditure allocation on the following:

- 2 X professional development events/workshops; and
- 1 x social/networking event.

Note that variations may be permitted, by seeking pre-approval from the ARMS Executive Office.

The Chapter's expense allocation *excludes any activity relating to the delivery of the Accreditation Program* as this is managed by the Executive Office under a separate budget allocation. Chapter input is sought in

delivering the most appropriate combination of professional development and network offerings to members in the region.

Whenever possible, each Chapter must consider the geographical spread of its membership and aim to deliver events and workshops that meet the broader membership in the region.

In planning events and workshops, the Chapter Committee must consider the following principles:

- At no cost to members, unless a specialised item incurs a cost (e.g. external facilitator or venue hire) or if a Chapter wishes to generate additional revenue to support other activities which will have a direct benefit to the membership in the region. .
- Incorporate an interactive format wherever pertinent (e.g. workshopping, group work, brainstorming)
- Where possible, include flexible delivery options (e.g. video-conferencing, webinar, podcast, online resources)
- Where appropriate, have a 'hard' practical deliverable as part of the outcome (e.g. production of a manual, ARMS Poster content, how-to guides)

It is a mandatory requirement that all ARMS events are logged onto the ARMS registration portal. The Executive Office will manage all communications with ARMS members on behalf of the Chapter Committee and will provide Chapter Committees with registration lists prior to the event.

Note: When advertising events, the Executive Office will reference the Society's Cancellation and Refund Policy as outlined in Appendix A. Chapter committee must at all times abide by ARMS' Code of Conduct.

4. APPROVED EXPENDITURE

Examples of acceptable expenditure items include, but are not restricted to the following:

- Catering for members event (capped at up to \$35 per head)
- Venue Hire
- Speaker Fees
- Speaker travel and accommodation
- Light refreshments for committee meetings & social networking events
- Accreditation Certificate Ceremony

Expenditure by the Chapter Committee on any events or workshops must always have *direct benefit to wider membership in the region*.

Under the direction of the Chapter Convenor(s), the Chapter Committee will be responsible for setting its own budget in accordance with this policy. Payment for expenses incurred must always be endorsed by the Chapter Convenor(s) in the first instance. Invoices for payment must be submitted to the Executive Office admin_officer@researchmanagement.org.au The invoice must include the service provider's ABN, the amount of GST payable, a description of the Services and delivery date and payment details.

The NZ/Pacific Island and Singapore Chapter Committee must also observe ARMS' [policy on the management of its bank accounts](#).

Where a committee member is seeking reimbursement for any approved expenditure, reimbursement may also be sought via completion of an ARMS [Reimbursement Form](#) with a copy of the receipts for the associated claim.

5. NON - APPROVED EXPENDITURE

The following types of expenditure are **unlikely** to be supported from **the Chapter's expenditure allocation**:

- Committee member dinners or functions,
- Administration support for conference bids;
- Travel or accommodation for committee members to attend ARMS events
- Additional Travel Awards (Note: these may be paid out of surplus funds generated by the Chapter for any events/workshops which have charged a fee for attendance.

These expenditure items are not considered to have a direct benefit to a broader ARMS membership.

6. STRATEGIC INITIATIVES

ARMS is aware that there may be activities that are likely to have significant strategic importance to the broader ARMS community and are not acceptable expenses items under this policy. In this instance, Chapter Committees are asked to put forward a brief business case to the ARMS Chief Operating Officer for consideration.

7. LIMITS ON EXPENDITURE

Expenditure by a Chapter Committee that exceeds **more than 25% of the annual expenditure allocation** for a single event must be discussed with the Chief Operating Officer in the first instance.

8. CHARGING FOR MEMBER EVENTS

Where a Chapter charges for an event, all associated benefits of this will be directly attributed to the Chapter.

All charges for events must be managed via the ARMS portal.

9. CARRY OVER OF UNSPENT ALLOCATIONS (INCLUDING SURPLUSES GENERATED FROM CHARGED EVENTS)

Unspent Chapter Expenditure allocations including travel awards cannot be rolled over into the following financial year.

As a general rule, funds generated from charged events within a given financial year (1 July-30 June) must be expended within that financial year. If a Chapter Committee wishes to roll-over income generated from an event for strategic purposes which benefit the region, it must discuss with the Executive Office in the first instance.

10. FINANCIAL REPORTING & RECORD KEEPING

In addition to the records maintained by the Chapter Committees, the Executive Office will maintain record of all expenditure incurred by each Chapter and will provide reports to the Chapter's Treasurer or Convener on a quarterly basis.

Requests for reporting outside of the quarterly cycle can be made to the Executive Office.

11. BUDGETS

Chapters are to prepare a budget for each financial year (1 July – 30 June) for approval by the Executive Office by **31 March**.

The budget will detail the anticipated costs and timing of these costs for the planned chapter events, income anticipated for events where the chapter is charging for these events and demonstrate how any surplus funds generated by the chapter will be utilised during that financial year.

It is understood that from time to time that unanticipated opportunities arise which a Chapter may wish to take advantage of, necessitate a change to the original budget forecast. In this instance, Chapter Convenors are instructed to consult the ARMS Management Accountant in the first instance.

The ARMS Management Accountant will provide to the chapter conveners the budget template to be used by **1st of February**.

Version Control

Version	Date of Approval by ARMS Board	Date for review	Circulation	Document owner
Version 1	19 June 2015	19 June 2017	All Members	Executive Office
Version 2	5 July 2019	30 June 2021	All Members	Executive Office

Document is considered uncontrolled once printed

Appendix A:

Cancellation and Refund Policy for ARMS Events (excluding the ARMS annual conference and the ARMS Advanced Level Accreditation Program)

*Should your circumstances change and you are unable to attend an ARMS event, you must contact the admin_officer@researchmanagement.org.au by no later than **10 working days prior** to the commencement of the scheduled event. ARMS will refund the **full registration fee minus any administrative fees**.*

*Should you cancel **less than 10 working days** prior to the commencement of the ARMS event, **no refund will be payable** but instead you may wish to send a proxy.*

ARMS reserve the right to cancel, postpone or re-schedule courses and events due to minimum numbers not being reached or for other unforeseen circumstances. In the event of a cancellation, ARMS will aim to advise all participants in writing five (5) days prior to the scheduled event and will refund the full registration fee including administrative charges within 30 days after notification.

Please note however, individuals needing to arrange flights and accommodation for attendance to an ARMS event do so at their own risk and cost. It is highly recommended that travel insurance be taken out by the individual. We also strongly advise that you contact our office if you are needing to arrange flights and accommodation to obtain an update on numbers prior to making your booking.