

# Association of Rangers and Conservationists Victoria

## Financial Management Guide 2020 -2023

Version Date	13 March 2020
Last updated by	Andrew Davies

### Summary

The Association of Rangers and Conservationists Victoria (ARC Vic) Executive Committee recognises the necessity for responsible financial management of funds held by the Association. This is necessary for the maintenance of Association activities, current and future.

This Financial Guide can be updated annually and reset every three (3) years to ensure sustainable delivery of the annual and forward program.

This guide is based on a three (3) year cycle and recognises the key commitments set out in the Associations 2017 -2022 Strategy.

### Financial Statement

Each year the Association will produce a profit and loss statement at each AGM, detailing:

- Starting Balance
- Incoming
- Outgoing
- Closing Balance

### Annual Membership Fees

As of 2019 the Annual Membership Fee (the Fee) is \$48. Each year, \$5 from each membership renewal will be allocated to the Thin Green Line Foundation (TGLF) from those that elect to be members of the TGLF.

### Income

The Associations annual income varies from year to year, depending on memberships, activities and fundraising efforts.

Income is generally derived from membership, donations, fundraising and account interest. Forecast income is based on 2019/20 FY:

- Membership \$2,700
- Donations \$1,000
- WRD Fundraising \$1,000
- Account Interest \$100
- **Total \$4,800**

### Expenditure

The Associations expenditure will also vary annual, depending on events, however outgoing expenses can be summarised as (based on 2019/20 FY).

There are other annual expenses associated with Council of Oceania Ranger Association (CORA) events and the International Ranger Federation (IRF) World Ranger Congress and meetings and events.

## **Fundraising**

The ARC Vic will commit to fundraising for events and functions such as World Ranger Day, CORA and WRC meetings, and to support other activities as determined by the Association.

The ARC Vic will review corporate sponsorship on a case by case basis and the sponsorship should be linked to an ARCV purpose or cause.

## **Workshops/ Meetings / Social Events**

The ARC Vic will hold events, meetings and training opportunities throughout the year. The ARC Vic will cover some of the expenses for events, approved by the President and Treasurer in consultation with the Executive. Each event will be considered and approved on a case by case basis; however, based on previous financial plans the following is an indication of expenses

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| • Accommodation                    | 15% ARCV with 85% covered by members |
| • Speakers / facilitators          | ARCV                                 |
| • Food and non-alcoholic beverages | 15% ARCV with 85% covered by members |
| • Transport to & from event        | Members                              |
| • Members family and guests        | Members                              |

## **Merchandise**

The ARC Vic will seek to develop a ranger of merchandise for sale, donation or giveaway for members, non-members and events.

## **ARCV Branded Clothing**

The ARC Vic will seek to develop suitable corporate clothing which will be made available to all members for purchase.

## **Sundry items**

The annual costs of printing, website management, public liability insurance (if required), postage, marketing etc. will be covered for approved purposes.

## **Council of Oceania Ranger Association Meetings**

Each year, a CORA meeting is held in Oceania annually. When a year coincides with a World Ranger Congress, the CORA meeting is held in conjunction with the Congress.

The ARC Vic Vice President is the approved delegate to attend each CORA meeting and represent the Associations business. Although, any ARC Vic member can attend a CORA meeting.

The ARC Vic will sponsor / subsidise some of the expenses of the Vice Presidents attendance at the CORA meeting. Any future CORA meetings outside of Australia will need to be considered on a case by case basis, and will be approved by the President and Treasurer in consultation with the Executive. The subsidy may include the full amount or a percentage of the following, subject to invoices:

- Airfare or related travel expenses e.g. fuel if driving
- Accommodation

The Vice President or delegate is expected to cover all other costs associated with attending the CORA meeting. Note, that retaining tax invoices and a diary for tax purposes is highly recommended.

If the Vice President is unable to attend the CORA, the ARC Vic Executive Committee will determine a suitable delegate.

### **International Ranger Federation World Ranger Congress**

The International Ranger Federation (IRF) World Ranger Congress brings together Rangers from all over the world, giving them the opportunity to learn new skills, share knowledge and create partnerships. It occurs every three years in a different location, allowing host countries from each IRF region to raise the profile of Rangers locally and internationally. It allows them to showcase their successes, to identify how they're addressing their regional challenges and share their knowledge and skills with colleagues from around the world.

<https://www.internationalrangers.org/about/world-ranger-congress/>

The ARC Vic President is the approved delegate to attend each WRC meeting and represent the Associations business. Although, any ARC Vic member can attend a WRC meeting.

The ARC Vic will sponsor / subsidise some of the expenses of the Presidents attendance at the WRC. The subsidy will include:

- 100% Airfare or related travel expenses e.g. fuel if driving
- 50 % of Congress Fee

The President or delegate is expected to cover all other costs associated with attending the WRC. Note, that retaining tax invoices and a diary for tax purposes is highly recommended.

If the President is unable to attend the WRC, the ARC Vic Executive Committee will determine a suitable delegate.

For each WRC, the ARC Vic will endeavour to subsidise Congress fees for an approved number of members through an EOI process. The final amount per member will depend on the amount available.

### **Review**

This Financial Guide remains in place for the duration of the noted period. Changes to any of the purpose or intent must be approved by the majority of the Executive Committee.



Andrew Davies  
President ARC Vic  
Date 13 March 2020



Edena Critch  
Treasurer ARC Vic  
Date 16 March 2020