

Section 9.4

**General Branch Procedures**

1. For legal, accounting and GST purposes, all financial transactions must be processed through The Institute National Accounts Office in Toowoomba and will form part of the audited accounts of the incorporated body.
2. All correspondence associated with branch business activities must be on a letterhead which bears the Institute's name, address of registered office, ABN, in addition to the information relevant to the branch, such as the Branch name and the name and address of the Branch Secretary.
3. As in the past, branches will be wholly responsible for the planning and organisation of their own branch social functions.
4. As the branch social functions cannot be subsidised from the central funds of the Institute, it is essential that such events, publications, etc are operated on a properly viable basis.
5. Each branch's business activities will be controlled in a separate account in the Institute's national accounts office ledger, being debited with expenses and credited with income from each activity.
6. Once arrangements for a specific business activity have been finalised, the Branch function costing Report (Appendix 10) must be finalised and provided to the next Branch / Sub-Branch committee meeting:-
  - The estimated income details;
  - The estimated expenditure details;
  - The projected profit and loss.
7. Refer to Policy 31 Archival and Records Management policy for the periods of time that the financial records must be maintained.