

## **5. Guidelines on Projects and Project Related Activities**

These guidelines have been developed as per Clause 36 (2) of the Constitution of the Jaffna Hindu College Old Boys Association Australia - NSW Branch Incorporated.

The aim of these guidelines is to ensure that projects and project related activities identified by the committee are conducted as per objectives and to the Australian Accounting Standards there by protecting the financial integrity of the Association.

### **1. General**

- 1.1. A sub-committee including a project manager may be appointed by the management committee for any project activities undertaken by the Association
- 1.2. All members directly engaged in the implementation of projects shall declare conflict of interest if any before their commitment to the selected project. Conflict of Interest shall be declared for any Procurement and Transactions services.

### **2. Project Objectives**

- 2.1. Projects are selected in accordance with the Associations Objectives.

### **3. Finances & Payments**

- 3.1. The Management Committee shall approve funding for each project. Funding shall be released in stages for each project.
- 3.2. Committed funding shall not be exceeded without the prior approval of the committee.
- 3.3. All payments shall only be paid by cheque or electronic transfers from the associations account by the authorised signatories of the committee.
- 3.4. Appropriate documents such as payment vouchers and supporting receipts shall be maintained in support of all transactions related to project implementation.
- 3.5. All payments records shall be made available to the Treasurer within seven days of the authorised transaction.

### **4. Project Report**

- 4.1. The project manager shall document all project activities as a project report and present to the members at the following AGM.
- 4.2. The project manager must hand over all unfinished tasks with estimates and funds to the next committee at the AGM