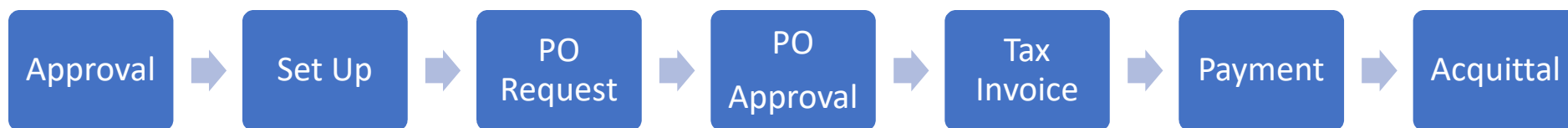


# Ramsay Grant Financial Procedures

## Overview



### Approval

- Application is approved by the Trustees
- Administrator advises applicant of approved budget

### Set Up

- Administrator confirms Supplier Details
  - Supplier Name
  - ABN
  - Contact Details
  - Bank Details

### PO Request

- Administrator provides request to RA Head of Women's Rugby & Participation

### PO Approval

- RA advise the Administrator of PO Number and confirm approval amount

### Tax Invoice

- Administrator requests a Valid Tax invoice from Supplier confirming:
  - PO Number
  - Approved amount
  - Invoice Payment Terms – the later of either 30 days after the invoicing date or 30 days from receipt of valid invoice by RA

- Administrator approves the valid invoice:
  - Included as a Cc to invoice to be sent to aru.account@rugby.com.au

### Payment

- Payment made by RA
- Remittance sent to:
  - Supplier
  - Administrator

### Acquittal

- Ledger report provided to Administrator every 3 months

#### Parties

##### Ramsay

Trustees: Paul McLean, Ken Wright, Dick Marks

Administrator: Gaven Head

##### Rugby Australia

Head of Women's Rugby & Participation: Jilly Collins

Finance: Lily Liu

##### Supplier

Affiliated Club, Sub-Union, Union - TBA