

VICTORIAN HANG GLIDING & PARAGLIDING ASSOCIATION

EXPENDITURE POLICY

The Victorian Hang Gliding & Paragliding Association, the representative Regional Association of the Sports Aviation Federation of Australia (formerly Hang Gliding Federation of Australia) has funding available achieving the objectives and purposes of the association; pilot development, event purposes, development of new or existing flying sites or facilities within the state of Victoria.

General

- Applications should be made in accordance with VHPA expenditure guidelines and any requirements as may be listed on the VHPA website.
- All funding is subject to VHPA committee approval.
- The treasurer shall present all requests for payment to the committee for approval.
- All expenditure approvals shall be recorded in the minutes of committee meetings.
- The committee may authorise the treasurer to make payment on specific expenses, prior to receipt of invoice or payment, and subject to the authorisation details recorded in the minutes of committee meetings.
- The committee may authorise the treasurer and a selected sub-committee to manage the financial affairs of specific projects, grants, or events. Such authorisations shall be recorded in the minutes of committee meetings.

Operational expenditure

- Applications may be made in accordance with VHPA expenditure guidelines, requirements as listed on the VHPA website, or via use of the Email approval guidelines.
- First aid courses, or attendance at such events or similar, will not be funded for persons whose normal daily profession requires such attendance. Dispensation may be provided to clubs if those persons are attending on behalf of the club in the position of Safety, Senior Safety Officer or Club instructor.
- Weather station acquisitions will be funded on a 50/50 basis with each club, up to a maximum of \$2,000 per station. Ongoing operational, access, and maintenance costs will not be funded.

Site Acquisition and Retention Fund

Refer *Site Acquisition & Retention Fund approved motion (2017)*

- The SARF is to be accounted for separately from other VHPA funds.
- The SARF is only to be used for the lease, purchase, deposit for purchase, or undertaking of legal actions for security or retention, of a Flying Site(s) that will be suitable for the flying activities of the majority of the pilots represented by the VHPA.
- The VHPA Committee will decide how and when to use the money in the SARF, within the limits of the purpose of the fund

Project expenditure;

- Applications must be made in accordance with VHPA expenditure guidelines and any requirements as may be listed on the VHPA website.
- Application for project expenditure or site improvements must be made prior to any works undertaken.
- Funds are to be expended solely upon approved projects, site, or site infrastructure is limited to access tracks, launch ramps, tree felling, spectator control barriers, permanent signage, landscaping, earthworks or fire control works, or other facilities/services as provided for within the pre-approved project.
- Project funds are not to be used for payments as gratuities to any volunteer or employee, landowner, local councils, corporations or other such bodies, lease or hire costs or building

structures*, fuel to/from the worksite**, accommodation or meal's, unless as provided within the pre-approved project.

- Payments are made on presentation of invoices, however prepayment can be arranged if necessary.
- Project expenditure for 'closed' sites or facilities, that is; sites/facilities restricted to club members or specific pilots only, or not available on a continuous fee free basis to all, or the majority of pilots, will not be funded.
- Project expenditure for the acquisition or purchase of land or property will not be funded. This must be proposed in accordance with the Site Acquisition Funding Guidelines.

Notes;

*Special dispensation may be applied wherein the proposed site improvements may be for the improvement of facilities located at an existing property with 3rd party ownership. Ie Additional windsocks at aerodromes, provision of bush toilets or ramps etc.

** Fuel costs may be reimbursed, where such costs have been incurred for any site inspection or assessment activity as directed or requested by the VHPA for the purpose of compliance in any licence or permit in which the VHPA is engaged.

Received Grants and other Funds

- The VHPA can utilise grant, sponsorship, donation and event fee funds for expenditures stipulated by the terms and condition of said grant, sponsorship, donation or event fee.

The VHPA committee reserves the right to vary this policy in special case applications.

This policy ratified and effective 10 December 2019.