



# Josephite Companions Leadership Team Subscription Guidelines

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## SCOPE

This Policy is to provide guidelines for the collection of donations/subscriptions for the sustainability of the Josephite Companions Leadership Team. The funds are to be used by the leadership team for expenses incurred in administration and the development and growth of the Companion Movement.

## RATIONALE AND PURPOSE

This Policy

- a) Outlines the financial requirements of members
- b) Ensures that the financial resources of the Companions are handled ethically and for the benefit of the members

## POLICY STATEMENT

### Collections and Income

- a) Members are requested to make a yearly donation/subscription of no less than \$10 to their State Leadership Teams for the work of JCOLT.
- b) State Leadership Teams are request to forward this money quarterly
- b) States Leadership Teams may also choose to make donations depending on their financial situation
- c) JCOLT members will source financial assistance from other areas when available e.g. Grants
- d) Monies will be banked in a timely manner

### Bank Accounts

- a) There will be one Bank Account for JCOLT. This account is to be used for all purchases made in the name of JCOLT.
- b) The Bank Account is in the name of JCOLT
- c) Purchases require authority by two people from the Leadership Team – This may be obtained through email correspondence
- d) Invoices are required for all payments

### Accounting

- a) An annual financial report is prepared for all members and the Sisters of St Joseph
- b) Any monies received from the Sisters of St Joseph will be fully accounted

## COMMUNICATION AND IMPLEMENTATION

- a) The members of JCOLT and all Companions will have knowledge of this Policy
- b) A copy of the Policy will be available for anyone to peruse

**QUALITY CONTROL** This Policy will be reviewed every three years or as required

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