



**MeDUSA**

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**No Payment Gets Missed Policy**

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### **Background**

MeDUSA derives a significant amount of funding from sponsorship in order to provide services to its members. Placing the responsibility of ensuring all payments are received on a single committee member, the Treasurer, allows the potential for payments to be missed. Missed payments due to failure of payment oversight are detrimental to members. This policy aims to ensure all sponsorship payments are received in full.

### **Position Statement**

We believe that sponsorship income should have oversight by committee members other than the Treasurer to ensure all payments are received.

#### **1. Responsibilities**

- 1.1. All roles directly involved in sponsorship, e.g. Sponsorship Chair/s, GCSC Sponsorship have an obligation to receive remittance advice from their negotiated sponsorship contracts.
- 1.2. All roles directly involved in sponsorship will present remittance advice in full to the general committee once it has all been received or on the first general committee meeting of Semester 2, whichever comes first.

#### **2. Audit**

- 2.1. All sponsor payments for the calendar year will be audited just prior to the AGM
- 2.2. The audit will be carried out by the MeDUSA President
- 2.3. The MeDUSA President may defer this responsibility to another member of the Executive provided the motion is passed in the General Committee

#### **3. Audit Report**

- 3.1. A brief audit report will be given by the auditor at the AGM