



## **RACT POLICY STATEMENT**

**Office of the Deputy Head of Corps  
Royal Australian Corps of Transport  
Army Logistic Training Centre  
BANDIANA VIC 3694**

**25 Aug 2011**

**STATEMENT NO 5**

### **THE RACT CENTRAL FUND**

**This Policy Statement will expire on:**

**25 Aug 2016**

**Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.**

**A.W. BOTTRELL, CSC and Bar  
Brigadier  
Head of Corps  
Royal Australian Corps of Transport**

<b>VERSION CONTROL DATA</b>	
<b>Title</b>	Corps Policy Statement number 5 - The RACT Central Fund
<b>Version</b>	1.0
<b>Date of Approval</b>	25 Aug 11
<b>Next review due</b>	25 Aug 16
<b>SUMMARY OF CHANGES THIS VERSION</b>	
<b>SECT</b>	<b>CHANGES</b>
Para 5	Change positions for committee of management
Para 36	Deleted – no longer relevant.
Annex A - F	Duty statements changed in line with para 5 changes
Annex G	Now refers to presentation on RACT website.
<b>CHANGE LOG</b>	
<b>Version</b>	<b>WEF date</b>
No version number	24 May 11
1.0	25 Aug 11

## **RACT POLICY STATEMENT NO 5 THE RACT CENTRAL FUND**

### **INTRODUCTION**

#### **Reference:**

- A. MPA Vol 3 Chap 1

#### **AIM**

1. The aim of this instruction is to promulgate the constitution of the Royal Australian Corps of Transport (RACT) Central Fund.

### **CONSTITUTION**

#### **Title**

2. The fund will be known as 'The RACT Central Fund'.

#### **Scope of Fund**

3. The RACT Central Fund will consist of all assets belonging to the RACT.

#### **Purpose**

4. The RACT Central Fund is to be used:
- a. to support RACT extra regimental activities (including the display at the Army Museum-Bandiana);
  - b. to provide encouragement to RACT soldiers to excel in their profession;
  - c. to support projects and activities which will benefit RACT personnel, that are not normally funded by public monies;
  - d. to safeguard, maintain and purchase items of RACT Corps property;
  - e. to provide recognition of the service of those RACT personnel who achieve 20 years service or who otherwise distinguish themselves during their careers;
  - f. to provide for the purchase of wreaths and dispatch of messages of condolence etc to the families of deceased RACT members; and
  - g. for other matters as decided by the RACT Corps Committee.

#### **Committee of Management**

5. The routine operation of the RACT Central Fund will be managed by a committee which is to be subordinate to the RACT Corps Committee, and will be known as the 'RACT Central Fund Committee'. The Central Fund Committee is to meet as required, and is to report directly to the Chairman of the RACT Corps Committee at each Corps Committee Meeting. The RACT Central Fund Committee will include the following appointments:

- a. CO: HOC;
- b. President: DHOC;
- c. Vice President / Secretary: Corps Manager RACT;
- d. Treasurer: OPSO, HQ AST - ALTC ;
- e. Property member: CDI Cell CPL - ALTC;

- f. History member: Rep COL COMDT; and
  - g. Member: Corps RSM.
6. A quorum will constitute no fewer than three members.

#### **Role of the Committee**

7. The RACT Central Fund Committee is responsible for the management of the RACT Central Fund in accordance with the directions of the RACT Corps Committee and the provisions of this Policy Statement. The specific responsibilities of individual committee members are contained in Annexes A to E to this document.

#### **Relationship to the RACT Museum Committee**

8. The RACT Central Fund is to provide financial support to the Army Museum-Bandiana, as directed by the RACT Corps Committee. The Army Museum-Bandiana Committee will operate its own account, manage its budget and supervise the day to day operations of the Museum.

#### **Fund Revenue**

9. Revenue for the RACT Central Fund will be derived from the following sources:
- a. Interest earned by invested fund monies;
  - b. Sale of RACT related items at cost (including administrative costs) for the benefit of members of the Corps;
  - c. Volunteer subscriptions by serving Corps members;
  - d. Membership Badge as contained in annex G;
  - e. Volunteer subscriptions and/or donations from the general public; and
  - f. Donations from commercial organisations.

#### **Financial Management**

10. The RACT Central Fund will be managed in accordance with rules governing the operation of non-public monies accounts contained in reference A.

#### **Financial Grants to Units**

11. The RACT Central Fund may make financial grants to RACT units, RACT sub units and to RACT elements of logistic units for projects and the purchase of goods and services which are unavailable through the Army system, cannot be purchased using public monies, or are not provided by 'Frontline'. Such grants must directly benefit RACT soldiers. RACT Central Fund monies may be used in conjunction with Regimental Trust Fund (RTF) monies to finance projects or purchase goods as outlined above.

12. Bids for financial assistance from the RACT Central Fund must be endorsed by the unit Commander, although they may be raised by any person acting on behalf of, RACT soldiers. Submissions to the RACT Corps Committee should be made through SO2 Corps RACT, ALTC.

13. The RACT Central Fund will not normally assist Officers or Sergeants Messes, except for a subsidy paid in respect of Officers and SNCO/WO being farewelled at Tobruk Dinners and contributing towards the insurance of RACT Property on long-term loan to the Army Logistic Officers and Sergeants Messes.

14. The RACT Central Fund Committee will consider requests for financial grants, and make appropriate recommendations to the Chairman of the RACT Corps Committee, who has a financial delegation in this area and may therefore direct the RACT Central Fund to expend monies in support of such requests. Those requests that cannot be financed from within the Chairman's delegation must be referred to the RACT Corps Committee.

#### **Financial Grants to RACT Associations**

15. The RACT Central Fund may make financial grants to RACT associations to assist in the provision of regional Corps birthday celebrations or activities and to foster "Esprit de Corps" amongst serving and retired members. The purpose of this grant is to fund items such as a RACT birthday cake or like items.

16. Such grants must directly benefit serving RACT soldiers and are only to be approved when the responsibility for organising a RACT celebration or activity is undertaken by the regional RACT association and is attended by serving RACT members.

17. The maximum financial grant to a RACT Association is detailed in paragraph 17 b (7) of this Corps Policy Statement.

#### **Financial Delegations**

18. The following delegations for the expenditure of RACT Central Funds monies are to apply:

- a. **President of the RACT Central Fund.** The President may approve expenditure as follows:
  - (1) A maximum of \$250 for the purchases of wreaths and dispatch of messages of condolence to families of deceased RACT members on each occurrence;
  - (2) A maximum of \$300 for each financial grant to units;
  - (3) A maximum of \$1000 per year for insurance premiums for RACT Corps property;
  - (4) A maximum of \$400 for each scheduled R.K. Mair Drinks;
  - (5) A maximum of \$5000 per year for the purchase of RACT "Awards of Excellence" presentations;
  - (6) A maximum of \$4200 per year for the purchase of items for non-profit sale to Corps members (ie: RACT Corps Ties);
  - (7) A maximum of \$1000 for Corps related functions e.g. morning teas that could not be funded by Public Monies;
  - (8) A maximum of \$150 for each financial grant to a RACT Association; and
  - (9) May direct expenditure of up to \$1000 per item to a maximum of \$3000 per annum.
  - (10) May approve the expenditure of \$500 per item to a limit of \$7500 per year to cover 'housekeeping' expenses of the RACT Central Fund.
  - (11) May direct expenditure of up to \$300 per RMC Lanyard Parade for the purpose of the introductive social function and other activities affiliated with corps related gatherings.

- (12) May direct expenditure (less alcohol) for the first attendance at a Tobruk Dinner for the rank of SGT.
- b. **RACT Central Fund Committee.** May approve the expenditure of \$500 per item to a limit of \$7500 per year to cover 'housekeeping' expenses of the RACT Central Fund.
- c. **Corps RSM.** May direct expenditure of up to \$100 per ALTC Sub 2 WO Log CSS cse for the purpose of the introductive social function and other activities affiliated with corps related gatherings.
19. The RACT Central Fund Committee write off delegation is limited to \$500 per 'line item' in respect of RACT Corps Property, and is not to exceed \$3000 in total per financial year without prior reference to the RACT Corps Committee.
20. **Reporting.** Those exercising the delegations described above are to report to the Secretary/Treasurer of the RACT Central Fund, the amount spent or written off, and the items of stock or property affected, on an 'on occurrence' basis. The President of the RACT Central Fund is to brief the RACT Corps Committee on the exercise of these delegations.

### **Annual Budget**

21. The President of the RACT Central Fund Committee is responsible for the preparation of an annual budget, which is to be presented to the RACT Corps Committee for approval, normally in Mar of each year. The budget is to include provision for all identified expenditure in the forthcoming calendar year, including estimates of disbursements to Regimental Funds, costs of insurance, costs of advertising, salaries/gratuities.
22. Expenditure of funds and write offs beyond the scope of those authorised in paragraphs 18 and 19 above are to be approved by the RACT Corps Committee. This may occur by arrangement 'out of session' for urgent expenditure; however such approval is normally to be sought during the presentation of the annual Central Fund Budget.

### **Australian Taxation Requirements**

23. **Australian Business Number.** The RACT Central Fund is registered on the Australian Business Register. The RACT Central Fund Australian Business Number is 36 271 026 046.
24. **Goods and Services Tax (GST).** The RACT Central Fund is not registered for GST under Australian Taxation laws.
25. **Deductible Gift Recipient.** The RACT Central Fund is to apply to the Australian Taxation Office for endorsement as a Deductible Gift Recipients (DGR). The endorsement or refusal of endorsement as a DGR is to be displayed on the RACT Internet and Intranet website.
26. **Receipts.** The RACT Central Fund is to issue receipts for Corps subscriptions and/or donations from serving members or members of the general public detailing the minimum information:
- a. The name of the fund – "RACT Central Fund";
  - b. The ABN of the fund – "36 271 026 046"; and
  - c. The fact that the receipt is for a gift – "Corps Subscription" or "Donation".
27. **Dissolution Clause.** In the event of the RACT Central Fund being wound up or dissolved, any surplus assets remaining after the payment of the fund's liabilities shall be transferred to another fund, authority or institution which has similar objects and to which income tax deductible gifts can be made.

## **RACT CORPS PROPERTY**

### **Management**

28. The RACT Central Fund Committee is responsible for the management of RACT Corps property. RACT Corps property is that which has been purchased by the RACT Central Fund (or its predecessors).

29. The RACT Central Fund Property Member is to maintain a central property ledger, in which RACT Corps property is to be itemised and location details recorded. The ledger is to serve as the record for valuation purposes, and include details of appreciation/depreciation applied to Corps property in accordance with current instructions.

30. All RACT Corps property is to be covered by an adequate all risks insurance policy. Premiums will be paid by the RACT Central Fund, and arrangement of the insurance cover is to be affected by units/messes holding Corps property in conjunction with the Treasurer of the RACT Central Fund.

31. RACT Central Fund property is to be the subject of a spot check program which accounts for all property annually. This program is to be completed by 30 Jun each year, and its conduct is the responsibility of units and messes holding RACT Corps Property. Additionally, the RACT Central Fund Committee Property Member may call for a 100% stock take of RACT Corps Property, should he/she deem it necessary. Any deficiencies identified as a result of a spot check program are to be notified to the RACT Central Fund Property Member as soon as possible. By 30 Jun each year, units and messes holding RACT Corps Property are to confirm in writing the conduct of a spot check program conducted in accordance with the provisions of this Policy Statement.

### **Location of RACT Corps Property**

32. RACT Corps Property is to be held by:

- a. The Army Logistic Officers Mess, Bandiana;
- b. The Army Logistic Sergeants Mess, Bandiana;
- c. The RACT Pipes and Drums; and
- d. The Army Museum-Bandiana.

33. Any changes to this distribution are to be made by the RACT Corps Committee.

### **Loan of RACT Corps Property**

34. Specific items of RACT Corps property, including that normally held in the Army Logistic Officers and Sergeants Messes, may be loaned to units for specific functions. Such loans are to be approved by the Chairman of the RACT Corps Committee.

35. Units wishing to borrow RACT Corps property are to apply to the Secretary/ Treasurer of the RACT Central Fund Committee, desirably not less than one month prior to the required date. Borrowing units are to fund the movement of the property and are to arrange adequate all risks transit insurance cover.

**Annexes:**

- A. Duty Statement CO RACT Central Fund Committee
- B. Duty Statement: President RACT Central Fund Committee
- C. Duty Statement: Vice President/Secretary RACT Central Fund Committee
- D. Duty Statement: Treasurer RACT Central Fund Committee
- E. Duty Statement: Property Member RACT Central Fund Committee
- F. Duty Statement: History Member
- G. RACT Corps Fund Subscriptions
- H. RACT Badge Membership



**ANNEX A TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**DUTY STATEMENT  
CHAIRMAN RACT CENTRAL FUND COMMITTEE**

1. The Commanding Officer (CO) of the RACT Central Fund is responsible for the overall operation of the fund in accordance with the terms of this instruction and current policy and rules governing the management of Non Public Monies Accounts (NPMA) as promulgated at reference A.
2. The CO will normally be the HOC RACT.
3. The CO answers to the RACT Corps Committee, and is specifically responsible for:
  - a. the oversight of RACT Central Fund expenditure in accordance with decisions made by the RACT Corps Committee.

**ANNEX B TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**DUTY STATEMENT  
PRESIDENT RACT CENTRAL FUND COMMITTEE**

1. The President of the RACT Central Fund is responsible for the overall operation of the fund in accordance with the terms of this instruction and current policy and rules governing the management of Non Public Monies Accounts (NPMA) as promulgated at reference A.
2. The President will normally be the Deputy HOC RACT and will be appointed by the CO of the RACT Corps Committee.
3. The President answers to the RACT Corps Committee, and is specifically responsible for:
  - a. the preparation of an annual budget in respect of the RACT Central Fund;
  - b. the oversight of RACT Central Fund expenditure in accordance with decisions made by the RACT Corps Committee (for example, Awards of Excellence and prizes awarded to students of merit on various RACT courses);
  - c. the conduct of meetings in accordance with the terms of this instruction; and
  - d. the dispatch of wreaths and messages of condolence.

**ANNEX C TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**DUTY STATEMENT**

**VICE PRESIDENT / PROPERTY MEMBER RACT CENTRAL FUND COMMITTEE**

1. The Vice President Secretary of the RACT Central Fund Committee is usually the Corps Manager and is appointed by the CO of the RACT Corps Committee.
2. The Vice President is to understudy the President, and exercise the President's full range of responsibilities in their absence. This responsibility includes the exercise of the President's financial delegations.
3. The Vice President is also the Central Fund Property Member and is responsible for:
  - a. the maintenance of the RACT Corps Property Ledger.
  - b. the arrangement of insurance to cover Corps property.
  - c. overseeing the spot-checking programs as they relate to Corps property.
  - d. the preparation of submissions seeking the write-off of RACT Corps property by the RACT Central Fund and Corps Committees.
  - e. overseeing the loan of Corps property (when such loans have been authorised by the RACT Corps Committee).

**ANNEX D TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**DUTY STATEMENT  
TREASURER RACT CENTRAL FUND COMMITTEE**

1. The Secretary/Treasurer is normally the OPSO, HQ AST, and is appointed by the CO of the RACT Corps Committee.
2. In addition to the duties listed in reference A, the Secretary/ Treasurer is responsible for:
  - a. the preparation of Statements of Affairs in respect of the RACT Central Fund;
  - b. presentation of bids for financial assistance originated by units to the RACT Central Fund Committee..

**ANNEX E TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**DUTY STATEMENT  
PROPERTY MEMBER RACT CENTRAL FUND COMMITTEE**

1. The Assistant Property Member is normally the CDI Cell CPL, ALTC and is appointed by the CO of the RACT Corps Committee.
2. The Property Member is responsible for the day to day maintenance of the RACT Central Fund Property account.

**ANNEX F TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**DUTY STATEMENT  
HISTORY MEMBER RACT CENTRAL FUND COMMITTEE**

1. The History Member is normally the Rep COL COMDT and is appointed by the CO of the RACT Corps Committee.
2. The Property Member is responsible for provision of advice to HOC on historical matters relating to the RACT.

**ANNEX G TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**RACT CORPS FUND SUBSCRIPTIONS**

**Rates**

1. **Serving Members.** The annual/fortnightly subscription rates for serving RACT personnel are as follows:

	<b>Allotment (Per Fortnight)</b>	<b>Annual</b>
MAJ and Above	\$2.00	\$52.00
SGT to CAPT	\$1.50	\$39.00
PTE/LCPL/CPL	\$1.00	\$26.00

2. **Membership.** Subscription will remain at the original rate from commencement of membership to the fund providing there is no break in membership. I.e., a PTE soldier signs up on their IET course and continues to remain a member. They go on to become a Subject Matter Advisor (WO1). They will continue to pay at their commencing rate for the duration of their career. The same will apply for Officers of the Corps.

3. **Retired Members or members of the public.** The subscription/donation rate for RACT retired members who are joining the fund for the first time is at the appropriate rate to that of their rank on retirement or for members of the general public, the subscription/donation rate is at their own discretion.

**Payment/ Collection**

4. There are 2 options for payment of Corps subscriptions:

a. **Option 1 – Allotment through DEFPAC (for current serving ARA members only).** Members may make a fortnightly allotment from their pay directly to the RACT Central Fund. Instructions on how to do this can be found at [www.ract.org.au/corps-subscriptions](http://www.ract.org.au/corps-subscriptions). A copy of the allotment proforma at appendix 1 is to be forwarded to the RACT HOC Cell. Upon receipt of the pro-forma a badge will be issued.

b. **Option 2 –Electronic Funds Transfer.** All GRES, retired RACT members or members of the general public may make either an annual or fortnightly electronic funds transfer (EFT) from any bank account direct to the RACT Central Fund allotment account. Funds should be transferred using the account details on appendix I to this Annex. The word 'subs' and your surname and initials should be used as the transfer reference. A copy

of the allotment proforma at appendix 1 is to be forwarded to the RACT HOC Cell. Upon receipt of the pro-forma a badge will be issued.

**To assist with Central Fund account management, ARA members who wish to make fortnightly payments are to use option 1.**



APPENDIX 1 TO ANNEX G TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11



RACT CENTRAL FUND SUBSCRIPTION

ALLOTMENT THROUGH DEFPAY OR YEARLY PAYMENTS

PmKey's \_\_\_\_\_ Rank \_\_\_\_\_ Init \_\_\_\_\_

Surname \_\_\_\_\_ Unit \_\_\_\_\_

Method of payment (Please Circle)                      EFT      Cheque      DEFPAY (Allotment)

Yearly Subscription Payment Amount (Please Circle)

PTE – CPL : \$26

SGT – CAPT: \$39

MAJ & Above :\$52

If paying through Electronic Funds Transfer (EFT) – Pay into following account, please include your initial last name and the word subs:

Bank - Defcredit; BSB - 803205; Member Number – 87440; Account Number - 20587823

Please send cheques to:

RACT HOC Cell C/- HQ AST  
Gaza Ridge barracks  
Nth Bandiana  
VIC 3694

.....  
Fortnightly Allotment Payment Amount (Please Circle)

PTE – CPL: \$1.00

SGT – CAPT : \$1.50

MAJ & Above: \$2.00

If paying in fortnightly please follow the direction given in the power point presentation located at the link below,

[www.ract.org.au/corps-subscriptions](http://www.ract.org.au/corps-subscriptions)  
.....

Please forward this completed application to:

RACT HOC Cell C/- HQ AST                      or                      alternatively fax to 02 6055 2676,

Gaza Ridge barracks

please mark fax attention of HOC Cell

Nth Bandiana

VIC 3694

*Note: Badges will be forwarded to member on receipt of payment.*

**ANNEX H TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**RACT BADGE MEMBERSHIP**

**Subscription Incentive Scheme**

1. All members subscribing to the RACT Corps Fund are entitled to the following:
  - a. RACT badge with registered number as detailed in appendix 1.
  - b. automatic entry into annual badge draw; winners will be determined by random RACT badge numbers and will be posted in the RACT Journal in addition to being contacted by a Head Of Corps representative.
2. The RACT Badge Register is to be maintained by the Corps RSM or delegate for as long as RACT is in existence and should the need arise, be placed into the Army Museum (Bandiana) when no longer in use.
3. The RACT badge will be issued with a standard set of RACT Badge Rules as per appendix 1.
4. All numbers issued to members will be issued consecutively.

**Eligibility**

5. To be eligible for the Corps Badge draw a member must be a financial member of the RACT Corps Central Fund at the time of the draw.
6. Members of the Corps who make annual subscriptions are to be a financial member by no later than 1 June each year.
7. The Corps Committee has the authority to review any disputes in relation to financial membership at the time of the draw. The decision of the RACT Corps committee is final.

**Badge Draw**

8. A Badge draw is to be conducted on the Corps Birthday each year with 10% of the monies raised from annual subscriptions being allocated to prizes. Prizes given are:
  - a. 1<sup>st</sup> prize 5%;
  - b. 2<sup>nd</sup> prize 3%; and
  - c. 3<sup>rd</sup> prize 2%.

**Availability**

9. The subscription and RACT Badge will be offered at the Army Logistic Training Centre (ALTC) to all RACT soldiers attending promotion and Initial Employment Training and Officers attending Logistic Officer Basic Course.
10. Other RACT personnel and associations can obtain a registered RACT badge by filling out the proforma located at annex F and following the options and steps at para 6 and 7. A receipt will be provided for your records as confirmation.
11. Enquires are to be directed to the SO2 Corps on (02) 6055 4544.

### **Corps Committee Authority**

12. At the discretion of the Corps Committee should there be a financial constraint due to a lack of membership and or reallocation of funds for Corps projects the committee has the authority to cease the prize for that particular year.

### **Withdrawal and re-issue of badge**

13. The Corps Committee has the authority to withdraw and reissue a Corps Badge when a member ceases to be a financial member of the Corps.

14. It is the responsibility of the Corps RSM or his delegates to contact the member and advise them of the withdrawal prior to this occurring. Any withdrawals are to be noted within the Corps Badge Register.

### **Procedures & accounting (staff notes)**

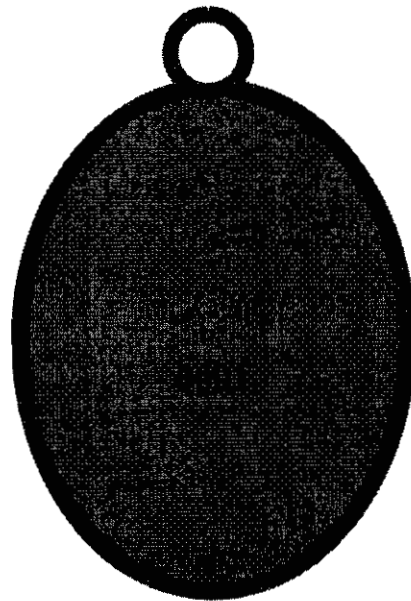
15. All processes and procedures for the accountability of subscriptions are at appendix 2.

### **Appendixes:**

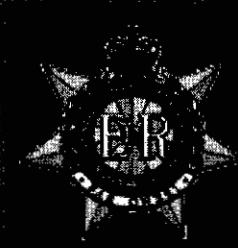
1. RACT Badge diagram / RACT Badge Rules
2. Control and accounting procedures

**APPENDIX 1 TO  
ANNEX H TO  
RACT POLICY STATEMENT NO 5  
DATED 25 AUG 11**

**RACT BADGE**



**RACT MEMBERSHIP CARD RULES**

	<p><b>RACT</b></p> <p>The Badge is required to be carried at all times</p> <p>Any person who fails to produce the Badge owes a liquid penalty to the challenger</p> <p>Any person challenged who produces their badge is owed a liquid penalty by the challenger</p> <p>Only one challenge per person per day (multiple challenges at the one time is not acceptable)</p> <p>Currency of badge must be up to date</p>
---	---

## **CONTROL AND ACCOUNTING PROCEDURES FOR ISSUE OF RACT BADGE**

### **Badge stocks**

1. Corps RSM or delegate will hold stocks of the RACT badges in a secure container. Initial stock will be 500 badges with re-ordering to take place when stocks are reduced to 100. After consultation and financial approval from the RACT Corps Fund Treasurer, stocks are to be ordered from:

Burtons Trophies  
479 Townsend St  
Albury 2640  
ABN: 68624279070  
Email: [Burttons@dragnet.com.au](mailto:Burttons@dragnet.com.au)

### **Issue of RACT badges**

2. The Corps RSM or delegate is to establish contact with all RACT courses upon march into ALTC. Their purpose is to inform personnel of the availability of the RACT Badges and the procedures to obtain them. Purchase and issue date/timings will be advised at that stage. The WSM's of Road Transport and Maritime Wing are the schools representatives are strongly encouraged to promote Corps Subscription to all trainees.

3. Upon receipt of order and payment or confirmed Internet payment, a numbered RACT badge, receipt and 'RACT Rules' card will be forwarded to the subscriber. If the subscriber is from the Albury Wodonga Military Area, notification for collection will be by telephone. Badges will be issued by consecutive numbers only.

### **Accounting procedures**

4. The RACT Corps Fund Treasurer is responsible for the accounting procedures for the RACT badges. Upon receipt of payment into the RACT Corps Fund DEFCREDIT account, the monies are to be reconciled against the RACT Badge Register maintained by Corps RSM or delegate and the fortnightly Statement of Allotments sent to the Treasurer. Auditing by the Treasurer of subscribed members is to occur immediately before the drawing of the annual raffle to ensure financial eligibility and membership status.

5. Details of subscription, including names, dates of payments and RACT badge issues are to be entered into the Register on occurrence.

### **Recording procedures**

6. The Corps RSM or delegate is to maintain and update the official RACT Badge Register as members are issued RACT badge. Details to be entered in the Register include, PMKeys number, rank, full name, date of enlistment, financial membership and RACT badge number. RACT subscription enrolment forms are to be registered sequentially with the RACT badge number and filed with the RACT Badge Register. The Register will be kept in a lockable display cabinet in the Army School of Transport Headquarters.

### **Promulgation of Corps subscription**

7. Details of all members who make a donation to the RACT Corps Fund (initial or follow on) will be promulgated in the RACT Journal, which is published once a year.

### **Replacement Badges**

8. A member who misplaces their badge is to write a minute to the CRSM requesting the issue of a replacement badge. The cost of the replacement badge is at the member's expense.