

WHEELCHAIR SPORTS VICTORIA MEMBERS LEVY ACCOUNT

Background

Wheelchair Sports Victoria (WSV) provides a Members Levy Account (MLA) in order to assist members with covering their financial costs of competing in sport. The purpose of this system is to ensure that all members are able to provide a tax deductible receipt for funds raised or donated to the member. There are no administrative costs associated with opening a levy account with WSV.

Eligibility

Applicants must be a current financial Full Member of WSV

Donations, Sponsors and Fundraising

Please note the following WSV guidelines with regards to fundraising and donations:

- All members are encouraged to actively raise funds for their participation in sport.
- Members assisting WSV in a fundraising event will not be entitled to any profits for their MLA unless arranged with the CEO prior to the event.
- In the event that a member wishes to coordinate a fundraising event, the CEO of WSV must be notified prior to the event in order to ensure that it complies with the existing WSV Fundraising Permit.
- All contact with the media and publicity must be coordinated through WSV.

Administration

Please note the following WSV guidelines with regards to the administration of the MLA:

- The MLA will be managed through the WSV Finance Department.
- Opening MLA:
Member should submit the completed application form (Attachment I) to WSV Finance Department for approval.
- Receiving Donations/ making deposits to MLA:
All money received from donors and sponsors must be made payable to WSV in order to receive a tax deductible receipt. The member's personal details must be attached to the payment (i.e cheque, credit card etc) in order for it to be deposited into the members MLA. Deposits made to MLA by a member himself (herself) or relatives would receive a cash receipt, in steady of a tax deductible receipt.
- Claiming payments using funds available in MLA:
All members must provide the WSV Finance Department with signed Levy Account Payment Requisition Form (Attachment II) and related documentation of sports expense receipts for auditing purposes. Payment request will be verified by related sport development manager or staff before approval.
- MLA will be reconciled monthly and an account statement will be sent to very active MLA holder on a quarterly basis.
- The funds held in a MLA will become the property of WSV once the member ceases their membership with WSV.
- Members may use or transfer funds from the MLA for the benefit of other members of WSV, subject to the approval of the CEO.
- WSV Board of Directors has the right to review and implement changes of the MLA system without notice to members.

MLA Expenses

Please refer to details below for a list of expenditure items that WSV members are able to utilize in their MLA:

- Purchase and maintenance of sporting equipment
- Travel costs to attend training camps
- Entry Fees and accommodation costs associated with sports events
- Coaching fees
- Sports medicine costs
- Personal development in sport and education
- WSV Annual Membership Renewal
- Attendance for WSV social functions
- Membership fees to relevant sporting bodies

Member Levy Account Application Form

Member Details:

Name: _____

Address: _____

Telephone:(h)_____ (w)_____ (m)_____

Email: _____

Name of contact for correspondence (if applicable): _____

Nominated Bank Account Details for EFT:

Account Name: _____

BSB: _____

Account No: _____

Active Member in the following sport/s (please tick the applicable boxes)

Basketball

Hand cycling:

Rugby:

Athletics:

Swimming:

Shooting:

Lawn Bowls:

Tennis:

Other:

Please list: _____

Do you authorise WSV to withdraw funds from my MLA for the following items:

- WSV Membership Renewal
- Any outstanding debts with WSV
- Entry Fees for various sporting events

Yes:

No:

Member signature: _____ Date: _____

For further information, please contact Sherry Zhang at WSV on (03) 9473 0133 or
finance@wsv.org.au.

Office Use:

Date Received: _____ Received by: _____

Financial Member: YES NO If Yes, Member No: _____

Date Approved: _____ Approved by: _____

JOB ID: _____

Wheelchair Sports Victoria**MEMBER LEVY ACCOUNT***Payment / Reimbursement Requisition(Member to complete)*

Date: _____ Amount: \$ _____

Member Name: _____ Member #: _____

Payable to: _____

Address: _____ EFT Details: BSB: _____
(If Applicable)

Signature: _____ A/C #: _____

*Please attach invoices/ receipts here supporting your request.****Accounting Details (Office Only)***

Date Received: _____ Received by: _____

Financial Member: YES / NO Account Balance: \$ _____

Sports Dev. Dept.: _____ Finance Dept. _____

Date: Processed: _____ Cheque #: _____ JOB ID: _____

Cheque Signatories: _____