

## **3.5 Branch Reporting**

**Policy/Constitution adopted 31/5/97: 3.1.1 – 3.1.4 - Uploaded for member comment 8 September 2010 – Approved at Council Meeting 10 September 2011**

### **Introduction**

3.5.1 This policy reiterates the legal obligations of WIRES Branches in reporting to the Association, as set out in the WIRES Constitution Clause 17.4 Financial records and reporting and 17.5 Animal records and reporting as cut and pasted directly from the Constitution, below.

### **Policy**

#### **17.4 Financial records and reporting**

- (a) Each BMC must cause the Branch to keep written financial records that:
  - (i) Correctly record and explain its transactions (including transactions undertaken as trustee) and financial position and performance; and
  - (ii) Would enable true and fair financial statements to be prepared and audited.
- (b) The BMC must prepare a financial report and a BMC Members' report that complies with the requirements of the Board.

#### **17.5 Animal records and reporting**

- (a) Each BMC must maintain records of all animals that enter the rescue, rehabilitation and release system.
- (b) Each BMC must provide a report at the end of each financial year to the Board in relation to the animals that enter the Branch's rescue rehabilitation and release system. The report must be in a form specified by the Board.

### **Branch Communication**

3.5.2 As a condition of the initial establishment of a Branch, and in the interests of improved communication and liaison between all Branches, the Admin Office and the Association as a whole, Branches shall send a copy of all Branch minutes and newsletters to Admin Office. Branches must also send to the Council Secretary the draft minutes of the Branch AGM, each year showing the election of the WSC branch representative and alternate rep, as per clauses 4.2 and 5.1 of WIRES Inc Constitution