

## Client Contribution and Financial Processes for Italian Social Support Groups

CO.AS.IT (SA) Inc will assist the 5 volunteer-managed Social Support Groups to understand and implement their obligations to meet the terms of the Commonwealth Home Support Programme (CHSP) Service Agreement.

This Policy will be publicly available on the CO.AS.IT (SA) website [www.coasitsa.org.au](http://www.coasitsa.org.au). It will be explained to both new and existing clients.

This Policy takes into account the Client Contribution Principles of consistency, transparency, hardship, reporting, fairness and sustainability.

### Background context:

Each of the 5 Social Support Groups develops a program of activities that may include special activities such as Bus Trips/Outings, Mothers' Day Lunch etc. These activities are promoted in advance and group members wishing to participate in these special activities register to do so. There may be a limit to the number of people able to register (e.g. seats available on a hired bus). These events are priced to cover costs on a user-pays basis. The 5 Social Support Groups do not provide EFTPOS facilities or process credit card transactions.

### Registration and collection of associated fees:

The Social Support Group Coordinator (or other volunteer) responsible for registrations will collect names and associated fees on a cash only basis. Records will be kept and receipts will be issued to each registrant.

### Financial Processes:

The collection of fees from participants and payment of costs associated with special activities will be processed through the bank account operated by the relevant Social Support Group. All financial transactions are under the oversight of the Group's Treasurer. The 5 Social Support Groups are each an incorporated body under the SA Associations Incorporations Act and each group is therefore obliged to conduct its financial affairs in accordance with its Constitution registered under this legislation. Annual audited financial statements are prepared and presented at each Social Support Group's AGM.

Reference: HCS

Expected Outcome 1.2