

# ROUTINE REPORTING REGULATION

of

**PIPE BANDS AUSTRALIA INC**  
(A0035346S)



update adopted 01 March 2014

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## **1. TITLE**

- 1.1 This Regulation may be cited as the ***Routine Reporting Regulation***.

## **2. AIM**

- 2.1 The Regulation seeks to set out the reporting obligations of each Branch imposed by the Rules of the association, its Regulations or to enable compliance with or the effective operation of the Rules and Regulations and of the association.

## **3. FINANCIAL**

- 3.1 A Branch Treasurer shall forward Financial Statements to the Treasurer as at

30<sup>th</sup> September

31<sup>st</sup> December

31<sup>st</sup> March

30<sup>th</sup> June

In each case within 30 days thereafter

- 3.2 A Branch Treasurer will ensure cash basis accounting is used in the branch.
- 3.3 A Branch Treasurer will ensure the chart of accounts adopted by the association is used in the branch.

## **4. OFFICIALS**

- 4.1 The "particulars" required in each case are the name, address, telephone [s] and electronic mail address [if any].
- 4.2 The Branch Secretary shall furnish the particulars of each member of the Branch Committee and of the Committee of the Australian Pipe Band College Branch for that Branch, and of the Branch Grading Committee to the Secretary, Pipe Bands Australia as requested.

## **5. CONTESTS**

- 5.1 A Branch Secretary shall furnish a copy of the Master Sheet and results of each band or miniature band contest and of the results of each solo contest registered through the Branch to the Secretary, Pipe Bands Australia and the Webmaster within fourteen days and the Secretary of each other Branch within forty days after that contest.
- 5.2 A Branch Secretary shall furnish details of each contest registered through the Branch to the Secretary, Pipe Bands Australia as requested. Details of a band contest shall include date, full information of the location, the grades and contest elements offered. Details of a

miniature band or solo contest shall include date, full information of the location, the grades offered and test music prescribed, and contact details for the promoter.

## **6. MINUTES**

- 6.1 A Branch Secretary shall furnish minutes of each meeting of the Branch Council and Branch Executive Committee to the Secretary, Pipe Bands Australia each member of the association Council and each other Branch Secretary within fourteen days of the meeting.

## **7. MEANS OF REPORTING**

- 7.1 Financial information may be submitted in an electronic form approved by the Treasurer, Pipe Bands Australia or on paper.
- 7.2 Officials and Contest information and minutes of meetings may be submitted electronically [using Microsoft word 97 or as a pdf] or on paper, provided that contest master sheets may be submitted in a form approved by the Secretary, Pipe Bands Australia.
- 7.3 Registration information: True copies of applications and clearances may be submitted in a form approved by the Registrar, Pipe Bands Australia. Notification of rejection or deferral of or delay to an application may be electronic [using Microsoft Word 97 as a pdf] or on paper.