

## INCORPORATION

### *Branch usage of this status*

From time to time Branches of ICPA Qld apply to Government, or other bodies, for funding under certain assistance programs that are available to community groups. Most of these applications require the nomination of the President, Secretary or Treasurer of the Incorporated parent body as the legal applicant. In the case of unincorporated Branches, this must be the ICPA Qld President or Treasurer. Incorporated Branches may nominate their own respective office bearers.

It is important that the ICPA Qld Council knows what applications have been lodged in its name by unincorporated Branches. ICPA Qld Council does not wish to inhibit Branches activities in their local area, but must be informed about legal responsibilities incurred on its behalf. Often the funding when granted will be directed to ICPA Qld Council, who must then authorize its expenditure through the originating Branch.

For these reasons the following guidelines apply:-

1. Branches initiating applications for such funding must send copies of the application to the State Secretary prior to lodgement, to allow ICPA Qld Council time to check that there is no reason why the application cannot be lodged on behalf of ICPA Qld Inc.
2. ICPA Qld Council will advise the Branch accordingly, so lodgement may proceed, or if required by the relevant authority, lodge the application itself.
3. Upon receipt of notification that the funding has been approved, ICPA Qld Council will resolve to appoint the Branch office bearers as the persons approved to distribute the funds in accordance with the intent of the application.
4. Full separate records will need to be maintained, as they will have to be audited with ICPA Qld Financial records. These records should be sent by the Branch to the State Treasurer as soon as possible after the project is completed or at the end of the ICPA Qld financial year (31 March) which occurs during the course of the project.

If you have any questions, please do not hesitate to contact the ICPA Qld Treasurer: [treasurer@icpaqld.com.au](mailto:treasurer@icpaqld.com.au)