

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>POL-3051</b>
<b>Department:</b>	<b>Fellowship Services</b>		
<b>Title:</b>	<b>Colon and Rectal Surgical Fund</b>		

## 1. PURPOSE AND SCOPE

This policy determines the function of the Colon and Rectal Surgery Section Surgical Fund.

## 2. KEYWORDS

Colon and Rectal Surgery Section, Colon and Rectal Surgical Fund, Financial, Reports, Secretariat, Chair, Section.

## 3. BODY OF POLICY

### 3.1. Background

3.1.1. The Colon and Rectal Surgery Section has a surgical fund called "Colon and Rectal Surgical Fund" (funds held in Balance Sheet 95-9600-4184 as long term investment holdings) being held by the College. The funds lodged with the College are "pooled" with other funds of the College and invested with the intention of achieving a satisfactory investment return.

The Director, Fellowship and Standards is responsible for the Colon and Rectal Surgical Funds in all instances.

3.1.2. Various transactions come in and out of the Colon and Rectal Surgical Fund. This may include:

- a. Donations to other organisations
- b. Scientific Meeting income (surplus funds)
- c. Scientific Meeting expenses, reimbursements
- d. Reimbursement expenses for the Mark Killingback prize winner for the Colon and Rectal Surgery Section.

### 3.2. Objectives

3.2.1. The Colon and Rectal Surgical Fund has Financial Reports produced by Finance on a quarterly basis and at year end, detailing expenditure and revenue.

3.2.2. The Section Secretariat distributes the Colon and Rectal Surgical Fund Financial Reports to the Colon and Rectal Surgery Section Chair and Committee.

3.2.3. The Fellowship Services Manager will as requested approve payment of costs incurred for products or services or donations by the Colon and Rectal Surgery Section Chair (within Delegation Manual Authority). Any amounts that exceed this will require Director, Fellowship and Standards approval.

3.2.4. Expense reimbursements, invoices and donations to be managed by Fellowship Services Manager/Secretariat include:

- a. Travel and Accommodation expenses by the Mark Killingback Prize-winner - Colon and Rectal Surgery Section and registration to attend and present the award-winning paper at the American Society of Colon and Rectal Surgeons (ASCRS) meeting the following year to the ACS each year (in line with College Travel and Accommodation Policy)

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- b. Sydney Colorectal Surgical Meeting expenses ie gifts, and manufacture and engraving of plaques for scientific visitors
- c. Colorectal Spring CME Meeting expenses ie gifts, and manufacture and engraving of plaques for scientific visitors
- d. Tripartite Colorectal Meeting expenses ie travel expenses, gifts, and manufacture and engraving of plaques for scientific visitors
- e. Colon and Rectal Surgery Section Scientific Meeting expenses for running the event must always have sufficient funds in the Colon and Rectal Surgical Fund to cover any meetings that may go into deficit

This means any Memorandum of Understanding (MOU) for Colon and Rectal Surgery Section Scientific Meetings, should be checked that sufficient funds are held in the Colon and Rectal Surgical Fund before signing MOU

- 3.2.5. Any requests for donations to come out of the Colon and Rectal Surgical Fund, must be proposed and approved (via minutes of meeting) at the Colon and Rectal Surgery Section Annual Business Meeting (ABM) of the Annual Scientific Congress (ASC) each year:
- a. Any requests for donations from the Colon and Rectal Surgical Fund that fall in line with the amount authorised for the Fellowship Services Manager (from the Delegations Manual Authority) will only require Chair approval
  - b. Any requests for donations from the Colon and Rectal Surgical Fund that exceed the amount authorised for the Fellowship Services Manager (from the Delegations Manual Authority) will require Director, Fellowship and Standards approval. This is to be supported by memo and minutes of meeting from Section ABM

#### 4. ASSOCIATED DOCUMENTS

Colon and Rectal Surgery Section Scientific Meetings Finance Procedures - Procedure

Sections Terms of Reference

Mark Killingback Prize - Colon and Rectal Surgery Section - Policy

Mark Killingback Prize - Colon and Rectal Surgery Section - Procedure

Travel and Accommodation - Policy

Investments - Distribution of Investment Income - Policy

Investments - Distribution of Investment Income - Procedure

Memorandum of Understanding RACS Conferences and Events Management and Fellowship Services Department - Combined Australia and New Zealand Colorectal Surgical Meetings - (Colorectal Spring CME and Sydney Colorectal Surgical Meeting) - MOU

Colorectal Tripartite Meeting Organising Committee - Document

**Approver** Chief Executive Officer  
**Authoriser** Professional Development and Standards Board

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