

QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED



QBLAI PROCEDURES FORMS

ABN 67 047 589 753
Incorporated Association No. 1478
Updated March 2022



QBLAI PROCEDURES

FORMS

Contents

- 5.1 Introduction 1
- 5.2 Forms Summary..... 1
 - 5.2.1 BL1 – Monthly Report 1
 - 5.2.2 BL2 – Insurance Levy Return 2
 - 5.2.3 BL3 – Ticket Reconciliation Sheet 2
 - 5.2.4 BL4 – Ticket Register 2
 - 5.2.5 BL5 – Committee Details..... 2
 - 5.2.6 BL6 – Activity Dates..... 3
 - 5.2.7 BL7 – Incident Notification..... 3
 - 5.2.8 BL8 – Assets Register 3
 - 5.2.9 BL9 – Expenditure Voucher..... 3
 - 5.2.10 BL10 – Art Union Register 3
 - 5.2.11 BL11 – Branch Committee Nomination Form..... 3
 - 5.2.12 BL12 – Awards Nomination Form 3
 - 5.2.15 BL15 – Petty Cash..... 3
 - 5.2.16 BL16 – Appointment of Proxy Form..... 4
 - 5.2.18 BL18 – Hire Agreement Form..... 4
 - 5.2.19 BL19 – Monthly Activities Summary 4
 - 5.2.20 BL20 – State Board of Directors Nomination Form 4
 - 5.2.21 BL21 – Gift Register..... 4
 - 5.2.22 BL22 – Child Concern, Suspicion of Harm or Disclosure Form 4



5. FORMS

5.1 Introduction

The following is an explanation of each of the BL forms used in conjunction with Blue Light activities. It is extremely important that these forms are completed when required. This will assist your branch at the end of the financial year when an audit is performed by providing a record of your activities.

These forms can be accessed in a variety of ways.

- An excel workbook can be emailed or accessed from the website. The forms therein can be filled out on your computer or printed and filled in by hand.
- They can be photocopied and filled in by hand.
- They can be accessed via Formstack and filled in online. Not all forms are currently available in this format.

It is acceptable for your Branch to use computerised accounting software (MYOB, QuickBooks etc) in place of some forms if desired. For example, a computerised bank reconciliation instead of a BL1.

The information collected by State Office from these various forms helps us to:

- meet our financial risk management requirements,
- ensure our insurance cover is valid and adequate,
- assist with marketing and fundraising,
- provide the Association Board with an overview of the Association as a whole.

5.2 Forms Summary.

5.2.1 BL1 – Monthly Report

This form is to be completed monthly, and a copy sent to State Office, along with a copy of the corresponding bank statement. It simply details all financial transactions that took place during the month.

The information needed to complete this form can be obtained from cheque butts, receipt book and bank statement. It should also assist you to reconcile your bank statement. The BL1 is the basis of the financial report presented at your meeting. To be completed by the Treasurer.

Alternatively, a bank reconciliation produced with computerised accounting software can be submitted with a copy of the bank statement.

A BL1 (or similar) & copy of corresponding bank statement must be sent to State Office every month, even if you Branch had no activities.



5.2.2 **BL2 – Insurance Levy Return**

This form is to be completed within seven days of each event and forwarded to State Office. It supplies the details of each activity held for the month along with total attendances. This information can be obtained from your Ticket Register. It also gives details of forthcoming activities and the numbers of Police and civilians who attended.

The levy can be paid either by a cheque made payable to “Queensland Blue Light Association Incorporated” or by direct deposit:

Account Name: Queensland Blue Light Association Incorporated
Bank: QBANK
BSB: 704 052
Account: 10020 7087
Reference: [Branch Name] Levy [Month]

When referencing a direct deposit, always put your Branch Name first in the description as the statement may only show the first word or two.

To be completed by the Branch Co-ordinator and / or Treasurer.

A BL2 & BL3 copy of your ticket reconciliation sheet (see below) must be submitted even if your Branch has had the insurance levy waived. Where you would normally write the amount due, simply put ‘waived by State office’.

**99 kids or less = .50c per child; 299 kids or less = .75c per child;
300 kids or more = \$1.00 per child**

5.2.3 **BL3 – Ticket Reconciliation Sheet**

This form is to be completed at the time of your activity and a copy kept at the Branch for audit purposes. It is used to reconcile the number of admission tickets sold, with the cash you have on hand to bank. To be completed by the Ticket Seller and Treasurer. A copy to be submitted to State office with your BL2 after each event (see above).

5.2.4 **BL4 – Ticket Register**

This form should be completed as you receive admission tickets from State Office, and every time you issue tickets for an activity. The completed form should be kept at the Branch for audit purposes. To be completed by the Treasurer.

5.2.5 **BL5 – Committee Details**

This form should be completed following your Annual General Meeting each year and forwarded to the State Office, advising the current members of your Branch committee. It should also be completed upon new affiliation with the Association, or if there are major changes in the Committee structure.

State Office can be notified of small changes throughout the year via email. BL5 form to be completed by the Branch Coordinator or Secretary.



5.2.6 BL6 – Activity Dates

This form is to be completed as soon as your activity dates for the following year are set. This allows State Office to respond to any queries, and advertise your events on Facebook and the website. To be completed by the Branch Co-ordinator

5.2.7 BL7 – Incident Notification

This form must be completed and forwarded to the State Office in the event of any injury or occurrence that could eventuate in a claim against our Insurance Policy. Please remember when completing this form that an insurance claim could follow many years later, so details are important. To be completed by the Branch Co-ordinator

5.2.8 BL8 – Assets Register

This form is used to record all assets at your Branch. It is important to record Branch owned assets separately from State Office assets. Basically, any items that have been supplied through State Office with funds received from a grant are State Office assets. It is to be forwarded to the State Office annually with your audit, and anytime that your Branch acquires or disposes of an asset. To be completed by the Treasurer.

5.2.9 BL9 – Expenditure Voucher

This form is to be completed when drawing a cheque, making a payment via direct deposit, or a purchase using a debit card. It provides information as to the reasons for the expense and is to be attached to all supporting documentation (including invoices, statements etc.) To be completed by the Treasurer.

5.2.10 BL10 – Art Union Register

This form is to be completed each time your Branch is conducting a Minor Art Union as outlined in Section 10. At the end of the Minor Art Union, the completed form is to be forwarded to State Office to enable the Master Register to be updated. To be completed by the Treasurer.

5.2.11 BL11 – Branch Committee Nomination Form

This form is to be completed by a person applying for any Branch Committee position, either an executive position or ordinary committee member, and must be received by the Branch Secretary 14 days prior to the holding of the Branch Annual General Meeting. To be completed by the nominated person.

5.2.12 BL12 – Awards Nomination Form

This form is to be completed by a Committee member wishing to nominate someone for either a Branch or Association Award. The Branch and Nominee details can be filled out in advance, and then the bottom section after a vote has been held at a Committee Meeting.

5.2.15 BL15 – Petty Cash

This form can be used to keep track of your petty cash receipts and expenditure. The same information can be kept in a book if preferred. The electronic copy of this form will automatically calculate your petty cash balance.



5.2.16 BL16 – Appointment of Proxy Form

This form is to be completed by any Committee member with voting rights, who is unable to attend a meeting and wishes for a proxy to vote on their behalf.

5.2.18 BL18 – Hire Agreement Form

This form needs to be completed whenever any Blue Light equipment is being loaned/hired to another community group. It does not matter if the equipment is being loaned free of charge, for a hire fee or for a nominal donation, this form needs to be completed. This is to ensure that we are covered by our various insurances in case of an accident or any damages to our property. The completed and signed form should be kept with your branch records.

Note: State Office should be advised any time a major asset such as a MERV Trailer is travelling away from it's usual location.

5.2.19 BL19 – Monthly Activities Summary

This form needs to be completed and signed by the Branch Coordinator, within one week of the end of every month, signed and submitted to State Office. The completion of this form is an important part of our financial Risk Management process. It tells us if there is a requirement for State Office to receive a BL2 Insurance Levy Return, BL3 Ticket Reconciliation, BL7 Incident Report or BL5 Committee Details Form for the previous month. The receipt of required forms will be monitored where necessary.

5.2.20 BL20 – State Board of Directors Nomination Form

This form is to be completed by a person applying for any State Board position, either an executive position or ordinary board member, and must be received by the State Office Secretary 14 days prior to the holding of the Association Annual General Meeting. To be completed by the nominated person.

5.2.21 BL21 – Gift Register

Used as a record of any gift or donation made to your Branch valued collectively at \$50.00 or more. For example, 5 x \$10.00 gift vouchers were donated to you, this would have to be recorded as the total value of the gift is \$50.00.

5.2.22 BL22 – Child Concern, Suspicion of Harm or Disclosure Form

To be completed when you have a concern for the safety and wellbeing of a child. Please refer to QBLAI Introduction to Child Protection Training.

State Office staff can be contacted at any time for assistance.

E: admin@bluelightqld.org