

FINANCE

CONTENTS

Fees and Invoicing	
Donations/fundraising	
Petty Cash	
Major Purchases	
Financial Records	
Budget	
Fundraising Plan	
Inventory	
Grants	
Equity Funding	

REFERENCES USED IN THIS SECTION

- KOMS Instruction Manual Aug 2007
- Information Booklet for Treasurers
- Policies and Procedure Guide
- Handbook on Free hours and Invoicing

RESOURCES ON WEB

- Management Plan Template
Budget Information
Fundraising Plan
- Template for Petty Cash Excel Spreadsheet
- Information Booklet for Treasurers
- Handbook on Free hours and Invoicing
- Budget forms