



**RACT POLICY STATEMENT**

**Office of the Deputy Head of Corps  
Royal Australian Corps of Transport  
Headquarters Army School of Transport  
Tobruk Barracks  
PUCKAPUNYAL VIC 3662**

**April 2020**

**STATEMENT NO 5**

**THE RACT CENTRAL FUND**

**This Policy Statement to be reviewed by:**

**April 2025**

**Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.**

A handwritten signature in black ink, appearing to read 'JH WALK'.

**JH WALK  
Brigadier  
Head of Corps  
Royal Australian Corps of Transport**

**AMENDMENT**

**RACT Policy Statement No 5 dated**

**April 2020**

**DISTRIBUTION**

**RACT Policy Statements are available on the  
RACT website at [www.ract.org.au](http://www.ract.org.au) or by  
contacting the RACT Head of Corps Cell  
[ract.hoccell@defence.gov.au](mailto:ract.hoccell@defence.gov.au)**

**Reference:**

- A. Army Non-Public Moneys Account Manual
- B. LWP-G 1-1-9 Non-Public Monies Accounting
- C. MILPERSMAN

**Role of the Committee**

1. The RACT Central Fund Committee is responsible for the management of the RACT Central Fund in accordance with the directions of the RACT Committee and the provisions of this Policy Statement. The specific responsibilities of individual Committee Members are contained in annexes A to E to this document.

**AIM**

2. The aim of this Policy Statement is to promulgate the constitution of the Royal Australian Corps of Transport (RACT) Central Fund.

**CONSTITUTION**

- 3. **Title.** The fund will be known as 'The RACT Central Fund'.
- 4. **Scope of Fund.** The RACT Central Fund will consist of all assets belonging to the RACT.
- 5. **Purpose.** The RACT Central Fund is to be used:
  - a. to support RACT regimental activities requested by RACT units which are approved by HOC.
  - b. to provide encouragement to RACT soldiers to excel in their profession;
  - c. to support projects and activities that will benefit RACT personnel and are not normally funded by public monies;
  - d. to safeguard, maintain and purchase items of RACT Corps property;
  - f. to provide recognition of the service of those RACT personnel who achieve 15 years' service or who otherwise distinguish themselves during their careers;
  - g. to provide for the purchase of floral arrangements, wreaths and other fittings tributes and dispatch of messages of condolence to the families of critically injured/ill and/or deceased RACT members; and
  - h. for other matters as decided by the RACT Committee.
- 6. **Committee of Management.** The routine operation of the RACT Central Fund will be managed by a committee which is to be subordinate to the RACT Committee, and will be known as the 'RACT Central Fund Committee'. The Central Fund Committee is to meet as required, and is to report directly to the Chairman of the RACT Committee at each RACT Committee Meeting. The RACT Central Fund Committee will include the following appointments:
  - a. President: DHOC;
  - b. SO2 Corps;

- c. Treasurer: WO2 - MAJ AST;
  - d. Property member: CPL/SGT AST; and
  - e. Member: Corps RSM.
7. A quorum will constitute no fewer than three (3) members.
8. **Fund Revenue.** Revenue for the RACT Central Fund will be derived from the following sources:
- a. Interest earned by invested fund monies;
  - b. Sale of RACT related items for the benefit of members of the Corps;
  - c. Volunteer subscriptions by serving Corps members; and
  - d. Volunteer subscriptions and/or donations from ex-members, friends of the Corps and the general public.
9. **RACT Badge and Subscriptions.** Annual/fortnightly contributions are the RACT Central Funds primary source of revenue. The subscription rates are detailed at Annex E.
10. All members subscribing to RACT funds are entitled to an RACT Badge. The RACT Badge and register and accounting procedures are at Appendix 1 to Annex F
11. **Financial Management.** The RACT Central Fund will be managed in accordance with rules governing the operation of non-public monies accounts contained in reference A.
12. **Financial Grants to Units.** The RACT Central Fund may make financial grants to RACT units, RACT sub-units and to RACT elements for projects and the purchase of goods and services which are unavailable through the Army system or cannot be purchased using public monies, such grants must directly benefit RACT members. RACT Central Fund monies may be used in conjunction with Unit Regimental Trust Fund (RTF) monies to finance projects or purchase goods as outlined above.
13. Bids for financial assistance from the RACT Central Fund must be endorsed by the unit Commander, although they may be raised by any person acting on behalf of RACT members. Submissions to the RACT Committee should be made through the RACT HOC Cell.
14. The RACT Central Fund will not normally assist Officers' or Sergeants' Messes, except for a subsidy paid in respect of Officers and SNCO/WO being farewelled at the Tobruk Dinner.
15. The RACT Central Fund Committee will consider requests for financial grants, and make appropriate recommendations to the Chairman of the RACT Corps Committee, who has a financial delegation in this area and may therefore direct the RACT Central Fund to expend monies in support of such requests. Those requests that cannot be financed from within the Chairman's delegation must be referred to the RACT Committee.
16. **Financial Grants to RACT Associations.** The RACT Central Fund may make financial grants to RACT associations to assist in the provision of regional Corps birthday celebrations or activities to foster "esprit de corps" amongst serving and retired members. The purpose of this grant is to fund items such as a RACT birthday cake or like items. Such grants must directly benefit serving RACT members and are only to be approved when the responsibility for organising an

RACT celebration or activity is undertaken by the regional RACT association and is attended by serving RACT members.

17. **Financial Delegations.** The following delegations for the expenditure of RACT Central Funds monies are to apply:

- a. **President of the RACT Central Fund.** The President may approve expenditure as follows:
- (1) A maximum of \$250 for floral arrangements, wreaths and other fittings tributes and dispatch of messages of condolence to the families of critically injured/ill and/or deceased RACT members;
  - (2) A maximum of \$300 for each financial grant to units;
  - (3) A maximum of \$500 for each scheduled R.K. Mair Dinner;
  - (4) A maximum of \$5,000 per year for the purchase of RACT awards;
  - (5) A maximum of \$10,000 per year for the purchase of items for sale to Corps members (i.e.: RACT Corps ties);
  - (6) A maximum of \$1,000 for Corps related functions per unit e.g. morning teas that could not be funded by public monies;
  - (7) A maximum of \$150 for each financial grant to a RACT Association;
  - (8) Up to \$1,000 per item to a maximum of \$3,000 per annum; and
  - (9) Up to \$600 per RMC Lanyard Parade for the purpose of the introductory social function and other activities affiliated with Corps related gatherings.
- b. **RACT Central Fund Committee.** May approve the expenditure of \$500 per item to a limit of \$7,500 per year to cover 'housekeeping' expenses of the RACT Central Fund.

18. **Annual Budget.** The President of the RACT Central Fund Committee is responsible for the preparation of an annual budget, which is to be presented to the RACT Committee for approval, normally in March of each year. The budget is to include provision for all identified expenditure in the forthcoming financial year.

19. Expenditure of funds beyond the scope of those above are to be approved by the RACT Committee. This may occur by arrangement 'out of session' for urgent expenditure; however such approval is normally to be sought during the presentation of the annual Central Fund budget.

### **RACT CORPS PROPERTY**

20. **Management.** The RACT Central Fund Committee is responsible for the management of RACT property. RACT Corps property is that which has been purchased by the RACT Central Fund (or its predecessors).

21. The RACT Central Fund Property Member is to maintain a central property ledger, in which RACT Corps property is to be itemised and location details recorded. The ledger is to serve as the record for valuation purposes, and include details of appreciation/depreciation applied to Corps property in accordance with current instructions.

22. All RACT Corps property is to be covered by an adequate all risks insurance policy. Premiums will be paid by the RACT Central Fund, and arrangement of the insurance cover is to be affected by units/messes holding Corps property in conjunction with the Treasurer of the RACT Central Fund.

23. RACT Central Fund property is to be the subject of a spot check program which accounts for all property annually. This program is to be completed by 30 June each year, and its conduct is the responsibility of units and messes holding RACT Corps property. Additionally, the RACT Central Fund Committee Property Member may call for a 100% stock take of RACT Corps property, should he/she deem it necessary. Any deficiencies identified as a result of a spot check program are to be notified to the RACT Central Fund Property Member as soon as possible. By 30 June each year, units and messes holding RACT Corps property are to confirm in writing the conduct of a spot check program conducted in accordance with the provisions of this Policy Statement.

24. **Location of RACT Corps Property.** RACT Corps Property may be held by:

- a. The Army Logistics Officers' Mess, Bandiana
- b. The Tobruk Barracks Officers' Mess, Puckapunyal
- c. The Tobruk Barracks Sergeants' Mess, Puckapunyal.

25. Any changes to this distribution are to be made by the RACT Committee.

26. **Loan of RACT Corps Property.** Specific items of RACT Corps property, including that normally held in the Army Logistics Officers' Mess, Tobruk Barracks Officers' and Sergeants' Mess, may be loaned to units for specific functions. Such loans are to be approved by the Chairman of the RACT Committee or Corps RSM.

3. Units wishing to borrow RACT Corps property are to apply to the Secretary/Treasurer of the RACT Central Fund Committee, desirably not less than one month prior to the required date. Borrowing units are to fund the movement of the property and are to arrange adequate all risks transit insurance cover.

**Annexes:**

- A. Duty Statement: President RACT Central Fund Committee
- B. Duty Statement: Vice President/Secretary RACT Central Fund Committee
- C. Duty Statement: Treasurer RACT Central Fund Committee
- D. Duty Statement: Property Member RACT Central Fund Committee
- E. RACT Corps Fund Subscriptions
- F. RACT Badge Membership

**DUTY STATEMENT**

**PRESIDENT RACT CENTRAL FUND COMMITTEE**

1. The President of the RACT Central Fund is responsible for the overall operation of the fund in accordance with the terms of this Policy Statement and current policy and rules governing the management of Non Public Monies Accounts (NPMA) as promulgated at reference A
2. The President is the Deputy HOC RACT
3. The President answers to the RACT Committee, and is specifically responsible for:
  - a. the preparation of an annual budget in respect of the RACT Central Fund
  - b. the oversight of RACT Central Fund expenditure in accordance with decisions made by the RACT Corps Committee
  - c. the conduct of meetings in accordance with the terms of this Corps Statement
  - d. the dispatch of wreaths and messages of condolence.

**DUTY STATEMENT**

**VICE PRESIDENT MEMBER RACT CENTRAL FUND COMMITTEE**

1. The Vice President/Secretary of the RACT Central Fund Committee is the SO2 Corps.
2. The Vice President is to understudy the President, and exercise the President's full range of responsibilities in their absence. This responsibility includes the exercise of the President's financial delegations.

**DUTY STATEMENT**

**TREASURER RACT CENTRAL FUND COMMITTEE**

1. The Secretary/Treasurer is to be nominated by the DHOC, and is appointed by the Chairman of the RACT Committee.
2. In addition to the duties listed in reference A, the Secretary/Treasurer is responsible for:
  - a. the preparation of Statements of Affairs in respect of the RACT Central Fund; and
  - b. presentation of bids for financial assistance originated by units to the RACT Central Fund Committee.



**DUTY STATEMENT**

**PROPERTY MEMBER RACT CENTRAL FUND COMMITTEE**

1. The Property Member is a CPL/SGT from AST appointed by the DHOC.
2. The Property Member is responsible for the day to day maintenance of the RACT Central Fund Property account and:
  - a. the maintenance of the RACT Corps Property Ledger
  - b. overseeing the spot-checking programs as they relate to Corps property
  - c. the arrangement of insurance to cover Corps property.

**RACT CORPS FUND SUBSCRIPTIONS**

**Rates**

1. **Serving Members.** The annual/fortnightly subscription rates for serving RACT members are as follows:

	<b>Fortnight</b>	<b>Annual</b>
LTCOL & Above	\$4.00	\$104.00
MAJ	\$3.00	\$78.00
SGT to CAPT	\$2.00	\$52.00
PTE to CPL	\$1.00	\$26.00

2. **Retired Members.** The subscription rate for RACT retired members is \$30.00 per annum. Subscription rate is at their own discretion.

**Payment**

3. Payment is by Electronic Funds Transfer to the RACT Central Fund Allotment Account, see Appendix 1 to this Annex for instructions.



**RACT CENTRAL FUND SUBSCRIPTION FORM**

Subscriptions to the RACT Central Fund are open to all RACT serving members and friends of the Corps. Funds raised through subscriptions are used for the benefit of serving Corps members.

PMKeyS \_\_\_\_\_ Rank \_\_\_\_\_ First Name \_\_\_\_\_

Last Name \_\_\_\_\_ Unit \_\_\_\_\_

**Payment Method:** Is by Electronic Funds Transfer (EFT) only and can be paid on an annual or fortnightly basis. It is strongly recommended that a reoccurring EFT is set up to prevent missed payments.

**Is this a new subscription?** (Please Circle Below)

Yes                      No                      If no, please provide your badge No: \_\_\_\_\_

**If Yes:** Please email [ract.hoccell@defence.gov.au](mailto:ract.hoccell@defence.gov.au) for a badge number before completing your EFT.

**Annual Subscription:** (Please Circle Below)

PTE - CPL: \$26      SGT -CAPT: \$52      MAJ: \$78      LTCOL and above: \$104

Retired members: \$30

**Fortnightly Subscription:** (Please Circle Below)

PTE - CPL: \$1      SGT - CAPT: \$2      MAJ: \$3      LTCOL and above: \$4

**EFT Instructions:** You must include your last name, initial, PMKeyS No and badge number (if you have a badge) i.e. **Smith B 8240 871 1011** in the reference/description area of your EFT in order to be identified on the RACT Central Fund Bank Statement:

**EFT Bank Details:** Bank - **Defence Bank**; Account Name - **RACT Central Fund**; BSB - **803205**; Account Number - **20587823**

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Please email or fax your completed form with EFT receipt to:

**Email:** [ract.hoccell@defence.gov.au](mailto:ract.hoccell@defence.gov.au) or  
**Fax:** (03) 5735 6082 For Attn: RACT Corps Manager.

*Please Note: For new subscribers, your badge will be forwarded on receipt of payment.*

## **RACT BADGE MEMBERSHIP**

### **Subscription Incentive Scheme**

1. All members subscribing to the RACT Corps Fund are entitled to the following:
  - a. RACT Badge with registered number as detailed in appendix 1; and
  - b. automatic entry into annual badge draw; winners will be determined by the random selection of RACT Badge numbers and winners will be advised/posted in the RACT Journal, in addition to being contacted by a HOC representative.
2. The RACT Badge Register is to be maintained by the Corps RSM or delegate.
3. The RACT Badge will be issued with a standard set of RACT Badge Rules as per appendix 1.
4. All numbers issued to members will be issued consecutively.

### **Eligibility**

5. To be eligible for the Corps Badge draw a member must be a financial member of the RACT Central Fund at the time of the draw.
6. The RACT Committee has the authority to review any disputes in relation to financial membership at the time of the draw. The decision of the RACT Corps committee is final.

### **Badge Draw**

7. A Badge draw is to be conducted on the Corps Birthday each year with 10% of the monies raised from annual subscriptions being allocated to cash prizes. Prizes given are:
  - a. 1<sup>st</sup> prize 5%
  - b. 2<sup>nd</sup> prize 3%
  - c. 3<sup>rd</sup> prize 2%.

### **Availability**

8. Subscription to the RACT Central fund is to be offered to all RACT soldiers attending Initial Employment Training and Officers attending the Logistic Officer Basic Course at Road Transport Wing, Puckapunyal.
9. Subscription to the RACT Central Fund is open to all RACT members, ex-members, friends of the Corps and the general public. See Appendix 1 to Annex E for information on how to subscribe.

10. Enquires are to be directed to the RACT HOC Cell at [ract.hoccell@defence.gov.au](mailto:ract.hoccell@defence.gov.au)

### **RACT Committee Authority**

11. At the discretion of the RACT Committee should there be a financial constraint due to a lack of membership and or reallocation of funds for Corps projects. The RACT Corps Committee has the authority to reduce or cease the prize for that particular year.

### **Withdrawal and re-issue of badge**

12. The RACT Corps Committee has the authority to withdraw and reissue a RACT Badge when a member ceases to be a financial member of Corps funds.

13. It is the responsibility of the Corps RSM or their delegate to contact the member and advise them of the withdrawal prior to this occurring. Any withdrawals are to be noted within the Corps Badge Register.

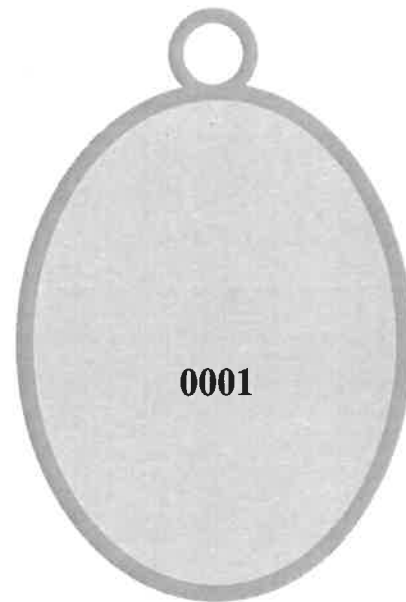
### **Procedures and accounting (staff notes)**

15. All processes and procedures for the accountability of subscriptions are at appendix 2.

### **Appendixes:**

1. RACT Badge diagram/RACT Badge Rules
2. Control and accounting procedures

## RACT BADGE



## RACT MEMBERSHIP CARD RULES



**RACT**

The Badge is required to be carried at all times

Any person who fails to produce the Badge owes a liquid penalty to the challenger

Any person challenged who produces their badge is owed a liquid penalty by the challenger

Only one challenge per person per day (multiple challenges at the one time is not acceptable)

Currency of badge must be up to date

**CONTROL AND ACCOUNTING PROCEDURES FOR ISSUE OF  
RACT BADGE**

**Badge stocks**

1. Corps RSM or delegate will hold stocks of the RACT badges in a secure container. Initial stock will be 500 badges with re-ordering to take place when stocks are reduced to 100. After consultation and financial approval from the RACT Corps Fund Treasurer, stocks are to be ordered from:

Burtons Trophies  
479 Townsend St  
Albury 2640  
ABN: 68624279070  
Email: [Burtons@dragnet.com.au](mailto:Burtons@dragnet.com.au)

**Issue of RACT badges**

2. The Corps RSM or delegate is to establish contact with all RACT IET and LOBC courses at Road Transport Wing (RTW), Puckapunyal, in order to inform all new RACT members about the RACT Corps Fund and RACT Badge. The WSM RTW and Maritime Wing as the School's representatives are strongly encouraged to promote Corps subscription to all new staff and students.

3. Upon receipt of payment, a numbered RACT Badge and Rules Card will be posted to the subscriber. Badges will be issued by consecutive numbers only.

**Accounting procedures**

4. Details of subscription, including names, dates of payments and RACT badge issues are to be entered into the Register on occurrence.

**Recording procedures**

5. The Corps RSM or delegate is to maintain and update the official RACT Badge Register as members are issued an RACT badge. Details to be entered in the Register include PMKeyS Number, rank, initials, name, date of issue, financial status and badge number.

**Promulgation of Corps subscription**

6. Details of all members who make a donation to the RACT Corps Fund (initial or follow on) will be promulgated in the *Australian Army Transport Journal - Par Oneri*, which is published once a year.

**Replacement Badges**

7. A member who misplaces their Badge is to write a Minute to the Corps RSM requesting the issue of a replacement Badge. The cost of the replacement Badge is at the member's expense.