



VERA Subscription Payments Policy

Purpose

The purpose of this policy is to outline the approved subscription-based expenses for which the Victorian Endurance Riders Association (VERA) corporate card may be used, and to ensure responsible financial management and transparency.

Scope

This policy applies to all VERA committee members who hold responsibility for processing or approving subscription payments on behalf of the association.

Approved Subscription Services

The following subscriptions are authorised for payment using the VERA card:

Supplier	Purpose	Due
Microsoft 365	Office for Secretary Laptop	March
Intuit	Bookkeeping Software	October
Hosting Australia	Core Web Hosting	January
Hosting Australia	SSL Certificates	December
Hosting Australia	SPAM Filtering	April
Hosting Australia	Domain Registration	April
Consumer Affairs	Financial Statements	January

Card Usage Rules

- The VERA card must only be used for the subscription payments listed above.
- No other purchases are permitted without prior committee approval.
- Maximum transaction limit: \$500.00 per transaction.
- All receipts or invoices must be forwarded to the Treasurer within 7 days of payment.
- Any suspected misuse must be reported immediately to the Executive Committee.



To Complete is to Win

Incorporation No: A0008959W

ABN No: 35048071068

Review

This policy will be reviewed annually or when subscription services change, whichever occurs first.

Approval

Approved by the VERA Committee

Date: 28/04/2026