**Financial Management Policy**

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| **Document Number** | ACC19 |
| **Version** | 0.3 Draft |
| **Scope/applies to:** | Staff and Committee |
| **Date Approved** |  |
| **Approved by** |  |

**Purpose**

The purpose of this policy is to safeguard the funds belonging to or managed by Alphington Community Centre (ACC).

**Policy**

**Annual operating budget (and progress reporting)**

The annual operating budget is developed by the Finance Officer in consultation with the Executive Officer and approved by the Committee before the commencement of the relevant financial year.

Progress reports against the annual operating budget are prepared quarterly by the Finance Officer, in consultation with the Executive Officer and presented by the Treasurer to the Committee for active discussion/review.

**Online expenditure/payments**

All online payments, transactions and movement of money between accounts (including topping up the credit card) must be approved by at least two people with delegated authority (e.g. Finance Officer, Executive Officer, Treasurer, Chair). See **Delegation of Authority Policy** for more information.

Credit card receipts are required for all transactions and are recorded alongside the cash management system (see below).

**Cash management**

A cash management system overseen by the Finance Officer operates in the office to record all incoming cash, banked cash and expenses paid in cash. All cash payments are receipted, and GST is recorded.

Minimal cash is kept in the office. When cash increases (e.g. due to an event), it is stored as securely as possible onsite and banked at the first opportunity.

**Payroll**

Payroll is managed by the Executive Officer and Finance Officer. Wages, conditions and entitlements are payable as prescribed in the **Neighbourhood Houses Adult Community Education Centres Collective Agreement 2016 (NHACE).**

Payroll payments must be approved by at least two people with delegated authority (including the Finance Officer).

**Tax obligations and superannuation**

All tax obligations and superannuation payments are calculated and set up for payment by the Finance Officer and approved by at least two people with delegated authority (including the Finance Officer).

Payroll, GST and superannuation liabilities are shown in the **Balance Sheet** and payments are reflected in the **Profit and Loss Statement.**

**Preventing fraud and financial mismanagement**

All staff, contractors and committee members take an active role in monitoring the finances of the organisation. Staff, contractors and committee members with delegated authority regularly review the bank statements.

Committee members actively participate in discussions around the financial management of the organisation, and any Committee member may request additional reports on the finances of the organisation or to review the bank statements.