

POSA Finance Policy and Procedure

August 2019

1. Purpose

Accurate accounting and financial reporting is integral to providing the necessary information Pulteney Old Scholars Association (POSA) needs to budget and plan against its strategic objectives.

The Finance Policy and Procedure establishes broad governance and accountability guidelines for activities to meet our obligations under the *Associations Incorporation Act 1985 (SA)*, as well as provide process information.

Additionally, this Policy and Procedure seeks to promote the transparency of financial responsibility and sets a framework for the monitoring and assessment of POSA's operations and financial position.

2. Policy Statement and details

2.1 The POSA Treasurer prepares financial statements for the POSA Committee on a monthly basis and provides yearly statements to be audited ready for the November Annual General Meeting (AGM).

2.2 Establishment of the POSA Finance Committee provides a platform for budget and financial framework development to occur, prior to review and ratification of the POSA Committee.

2.3 The POSA Treasurer is responsible for POSA financial procedures and processes including, but not limited to:

2.3.1 Payables;

2.3.2 Receivables;

2.3.3 Cash Management;

2.3.4 Banking;

2.3.5 Financial Reporting;

2.3.6 Donations;

2.3.7 Reviewing Finance Policies and Practices;

2.3.8 Asset Register;

2.3.8.1 The asset register is kept as a live document (Microsoft Excel spreadsheet), managed by the POSA Treasurer and POSA Finance Committee;

2.3.8.2 The following information is to be maintained on assets owned by POSA:

- What it is;
- Where it is located;
- Purchase price and date;
- Useful life expectancy;
- Expected value at the end of life.

2.3.8.3 Exceptions to this is equipment under the value of \$1,000.00, which is written-off at the time of purchase and as such are not recorded as an asset on the POSA balance sheet.

2.3.8.4 The asset register is reviewed by the POSA Finance Committee on an annual basis, in-line with annual report.

2.4 Signatures to bank accounts:

2.4.1 Meeting the *Associations Incorporation Act 1985 (SA)*, a minimum of two signatures are required for banking transitions to be undertaken.

2.4.1 Authorised signatures should be appointed at each AGM and include the positions of:

- President;
- Vice President;
- Treasurer; and
- Secretary.

2.5 Audit Services

2.5.1 Auditing should occur annually, providing security and confidence in the processes of the organisation.

2.5.1 The audit process should occur in readiness for the POSA AGM.

2.5.2 The audit should be undertaken by an independent Registered Auditor whose appointment is proposed by the Treasurer and the POSA Finance Committee and endorsed by the POSA Committee.

2.6 Payables

2.6.1 To promote transparency an invoice must be presented to POSA with a motion for payment, followed by a two authoriser approval/signature process.

2.6.1 The exception to this rule is for the payment of utility invoices below the amount of \$1,000.

2.7 Petty Cash Floats

2.7.1 The Treasurer may issue a petty cash float for events, with an approved motion at a POSA meeting.

2.7.2 Petty Cash usage

2.7.3 A petty cash float is to be utilised for events and fundraising activities, formally approved through motion, at a General Meeting of POSA;

2.7.4 Set up of Petty Cash Float

2.7.4.1 A new petty cash float may be requested by a member of the POSA Committee, through approval of a General Meeting of POSA;

2.7.4.2 Approved requests will be processed by the POSA Treasurer, and a petty cash float will be signed for by the responsible POSA Committee Member(s), through a POSA Withdrawal Authority form;

2.7.4.3 The petty cash float will be transferred to a secure location, accessible only by responsible POSA Committee Member(s);

2.7.5 Petty Cash Running Sheet

2.7.5.1 Each petty cash expense is to be recorded on a Petty Cash Running Sheet, including the amount, quantity, purchase price and GST relevance;

2.7.6 Event Expenses Procedure

2.7.6.1 An official POSA event and budget has been approved through motion at a POSA General Meeting;

2.7.6.2 Expenses can be sought to be paid, in-line with the event budget, through a POSA Event Expenses Form and related invoice, including ABN of creditor, provided to the POSA Treasurer, for payment.

2.8 Donations

- 2.4.2 Tax receipts are issued for all donations made, if:
- 2.4.3 The donation is truly a gift;
- 2.4.4 It can be money or property;
- 2.4.5 The donation must be voluntary;
- 2.4.6 The donor receives no material benefit

3. Review

A review of this policy should occur every 24 months by the POSA Finance Committee, with approval through motion at a POSA general meeting.

4. Associated documents

See ToR of POSA Finance Committee.