

# **POLICY AND PROCEDURE**

## **FINANCIAL MANAGEMENT**

### **Purpose**

To provide Environmental Advocacy in Central Queensland (EnvA) with guidance on transparent and effective management of our finances.

### **Background**

EnvA's management committee is committed to sound financial practices that reflect our legal obligations, our objectives and which demonstrate financial transparency. This policy and procedure provides guidance and instruction on our financial management processes and financial delegations.

EnvA has established 3 bank accounts with the Great Southern Bank (BSB: 814 282)

Everyday account: Account number 51497569

eSaver account: Account number 51497572

EnvA Debit Card account: Account number 51497573

### **Related policy and procedures**

- Code of Conduct
- Delegations

## **POLICY**

EnvA is committed to transparent, comprehensive, and secure management of its finances ensuring all legislative and funding provider obligations are addressed, and that financial resources are used to support EnvA's objectives and organisational plans.

EnvA's financial management systems and processes will ensure that:

- finances are effectively managed and support the organisation in its mission, objectives and organisational plans,
- accurate, complete and transparent financial records are kept
- all financially related contractual and legislative requirements are met
- assets are managed to support the organisation

Section 46 of the EnvA Constitution forms part of this financial management policy. This Funds and Accounts Rule requires that:

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.

(5) If a payment of \$100 or more is made by cheque or electronic funds transfer, the transaction must be authorised by any 2 of the following—

(a) the president;

(b) the secretary;

(c) the treasurer;

(d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.

(6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.

(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

(8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

(9) All expenditure must be approved or ratified at a management committee meeting.

## **Responsibilities**

The management committee holds the accountability for the financial management of EnvA, with the Treasurer being responsible for maintaining the books and reporting to the management committee.

The Treasurer is responsible for:

- Overseeing the bank accounts
- Keeping the account books accurate and current
- Issuance and payment of invoices as required
- Ensuring all spending transactions are associated with receipts
- Prepare financial reports for the management committee's endorsement on a monthly basis
- Prepare financial reports required to meet legislative or contractual requirements

The Director, in conjunction with the Treasurer, is responsible for:

- leading the development and regular review of the annual budget
- all legislative and funding body reporting

The management committee is responsible for:

- Ensuring that all management committee and employee expenditure is compliant with this financial management policy and procedure
- Ensuring that there are at least three, and preferably four, signatories to the bank accounts
- The review and authorisation of expenditure not covered by this policy and procedure
- The review and approval of the financial reports prepared by the Treasurer

## **PROCEDURE**

### **Purposes of the EnvA bank accounts**

All accounts are held with Great Southern Bank (BSB: 814 282)

Everyday account: Account number 51497569

This account is for the purposes of making purchases and payment of accounts where direct transfer or Bpay is an option. This account will also be used to accept donations.

eSaver account: Account number 51497572

This is the only account that attracts interest and is the holding account for all funds that are not required to meet the working balances of the Everyday or Debit Card account. Money from this account will be transferred to the other accounts as required.

### Debit card account: Account number 51497573

The debit card account is held by the Director and will be the account used where direct payments and/or Bpay are not an option (for example, most subscriptions and online purchases). It will also be used as the petty cash account.

### **Approval of expenditure**

Where possible, all non-essential purchases or purchases over \$100 made from the debit card account or expenses incurred by the members for reimbursement will be endorsed at a management committee meeting. If this is not possible, it can be approved by a quorum of management committee members via email as provided for in section 29 of the Constitution and ratified at the next management committee meeting as provided for in section 46(9) of the Constitution.

All payments made from the Everyday account will require 'two signatories' which will be through using the authorisation request and approval function in online banking. Instructions on this process are provided at Attachment 1.

### **Debit card holder**

The holder of EnvA's debit card account will provide monthly statements of the account and all receipts to the Treasurer to enable accurate book-keeping and for incorporation into financial reports.

### **Policy review**

This policy is to be reviewed and updated whenever there is a request from an EnvA committee member or employee.

### **Revision history**

Version	Author/Reviewer	Details of amendments	Date approved by management committee
1.0	Coral Rowston / James York / Tom Sjolund	First draft of a proposed Financial policy and procedure	6/12/2022

### **Endorsement**



James York  
President  
Environmental Advocacy in Central Queensland Inc.  
6 December 2022

## **Attachment 1:**

### **Payments and transfer of funds process**

#### **Log in to [Great Southern Bank online banking](#)**

To log in, use the link above. You will need your customer/member number and your password.

The banking page will have a list of options down the left side of the page. Three options used will be Transfer, Pay Anyone and Bpay depending on the transaction.

#### **Transferring funds between the Everyday and eSaver accounts**

- Use the Transfer function and choose the account to transfer from, and the account to transfer to.
- Enter the dollar amount and a description such as 'to eSaver' or 'to everyday'.
- Check the payment details and if correct press 'send payment'.
- You will then be prompted to 'send authorisation request' to all signatories
- The signatories will be sent an email from the Great Southern Bank, but to ensure the transaction is attended to, the Treasurer (or requester) should also send a text message to the signatories notifying them that there is an email in relation to the authorisation.
- The authorising person should then respond to the group text to signatories with a message to advise that it has been attended to.
- The Treasurer (or requester) will chase up authorisation if not finalised within three days before the transaction request is cancelled.

#### **Transferring funds to the debit card account**

- Use the Pay Anyone function
- If a first payment, enter the details of the debit card Account:  
Name: EnvA debit card  
BSB: 814 282  
Acc no: 51497573
- If not a first payment, the account should be visible in the drop-down list
- You will then be prompted to 'send authorisation request' to all signatories
- The signatories will be sent an email from the Great Southern Bank, but to ensure the transaction is attended to, the Treasurer (or requester) should also send a text message to the signatories notifying them that there is an email in relation to the authorisation.
- The debit card holder cannot endorse this transfer.
- The authorising person should then respond to the group text to signatories with a message to advise that it has been attended to.
- The Treasurer (or requester) will chase up authorisation if not finalised within three days before the transaction request is cancelled.

#### **Payment of accounts via Bpay**

- Use the Bpay function and enter the relevant Bpay biller code, Bpay reference and amount.
- If not a first payment, the account should be visible in the drop-down list.

- You will then be prompted to 'send authorisation request' to all signatories
- The signatories will be sent an email from the Great Southern Bank, but to ensure the transaction is attended to, the Treasurer (or requester) should also send a text message to the signatories notifying them that there is an email in relation to the authorisation.
- The authorising person should then respond to the group text to signatories with a message to advise that it has been attended to.
- The Treasurer (or requester) will chase up authorisation if not finalised within three days before the transaction request is cancelled.

### **Payment of accounts and reimbursements**

- On receipt of an invoice or receipts which are in line with the Approval of Expenditure outlined in the Financial Management Procedures, use the Pay Anyone function.
- Enter the account name, BSB, account number and amount of the payment or reimbursement. If not a first payment, the account should be visible in the drop-down list.
- You will then be prompted to 'send authorisation request' to all signatories
- The signatories will be sent an email from the Great Southern Bank, but to ensure the transaction is attended to, the Treasurer (or requester) should also send a text message to the signatories notifying them that there is an email in relation to the authorisation.
- The authorising person should then respond to the group text to signatories with a message to advise that it has been attended to.
- The Treasurer (or requester) will chase up authorisation if not finalised within three days before the transaction request is cancelled.

### **Second Signature authorisation**

- The signatory that is authorising any transaction will need to log in to the Great Southern Bank online banking page using their own customer/member number and password.
- Use the Authorisation function, where there are options to either cancel or to approve.
- If you are comfortable that the expenditure is in line with this Financial Management Policy and Procedure, select approve and finalise the approval.
- The authorising person should then respond to the group text to signatories with a message to advise that it has been attended to.
- The Treasurer (or requester) will chase up authorisation if not finalised within three days before the transaction request is cancelled.