



Financial Policy 1.0¹

Version	1.0	Approved by	Derryck Klarkowski
		Approved date	1 March 2019
Responsible person	Executive Officer	Review date	8 January 2020

1. Introduction

The Financial Policy sets out our internal records, including purchasing, handling of cash and deposits, approval of spending and disbursements.

2. Electronic funds transfer and Credit/Debit Cards

The Board will determine the authorized dignitaries to operate We Care Connect accounts.

The Executive Officer (EO) does not need to receive prior Board approval if the expense:

- has been budgeted for, and
- the budget for that type of expenditure has not been exhausted

All financial transactions must be entered into the We Care Connect Accounting system. A tax receipt must be retained for each items of expense.

Credit/Debit cards will only be used for We Care Connect. Should the card be inadvertently used for private expenditure on the same transaction as a We Care Connect expense, then the cardholder must reimburse We Care Connect at the earliest opportunity.

The use of the card for “services of a dubious nature” is expressly prohibited. Such activities would be defined as those that might bring the name of the organisation into disrepute.

3. Petty Cash

We Care Connect operates a Petty Cash float to deal with minor work-related expenses, so that volunteers are not financially disadvantaged as result of incurring such expenses. The float must be kept in secure, locked location.

¹ This document is directly based with permission on the St Kilda Mums ‘Financial Policy 3.8’

The EO may manage the Petty Cash float or nominate a Petty Cash Officer. A Petty Cash officer cannot delegate control of the float to other employees or volunteers. If the Petty Cash officer is unavailable payment cannot be made by those means.

The float shall be determined by the EO, in consultation with the Board, and shall not exceed \$100 – any amount in the float over \$100 shall be returned to general funds.

Petty Cash shall only be used for those transactions for which it would be unreasonable or inconvenient to use normal purchasing methods (i.e.: debit/credit cards, expense reimbursement). Any expense that is significant, predictable or regular should be dealt with through normal accounting procedures.

Expenses incurred using Petty Cash funds shall be substantiated by acceptable supporting documentation (i.e.: receipts, tax invoices etc) which must be sufficient to establish nature of the expenditure. A tax invoice is required for all purchases exceeding \$55 (GST inclusive).

Losses must be reported to the EO or, in their absence, the Team Leader as soon as the loss is discovered

4. Change Float

We Care Connect operates a separate Change Float for use at Bunnings BBQs, market stalls and similar.

The EO manages the Change Float. The float shall be determined by the EO, in consultation with the Board, and shall not exceed \$150 – any amount in the float over \$150 shall be returned to general funds.

5. Employee and Volunteer Expenses

Definition – Business Expense:

A business expense is any cost incurred by an employee or volunteer during the course of their work. From time to time *ad hoc* expenses related to our operations are incurred and paid for by an employee or volunteer and need to be reimbursed.

Employees and volunteers will be reimbursed for all business expenses genuinely incurred, provided they have prior approval from EO or a member of the Board.

Types of common business expenses:

Detailed below are a number of common business expenses that may be incurred by employees and/or volunteers during the course of their work, and require reimbursement;

- Ad hoc expense claims – e.g.: stationery supplies, minor tools, repair parts, courier
- Telephone calls – reasonable expenses will be reimbursed for employees only, not volunteers

- Personal – reasonable costs of telephone calls will be reimbursed where employees are required to stay away from home on business related travel
- Business – reasonable cost of business calls made from private, public or mobile phones. There will be no reimbursement for installation or rental cost of telephones
- Internet/Business Service Centre – Reasonable work-related expenses including photocopying, scanning, faxing or internet access required to access work emails, or conduct business related activities, will be reimbursed
- Meals – meal costs, up to \$40 (including 1 alcoholic beverage) will be reimbursed for business travel only
- Cab fare – it is policy that employees and/or volunteers use a credit card for taxi travel and obtain reimbursement via an expense claim, where travel is required for We Care Connect specifically
- Travel costs (use of own vehicle) – Employees and volunteer use of private vehicle will be reimbursed as a rate determined by We Care Connect. The cents per kilometre is designed to cover all costs of running a vehicle, therefore no other charges will be payable.

Important notes:

Whilst it is acknowledged that volunteers use own vehicles for volunteering activities (eg: pick up and drop off of donations), the organisation does not reimburse costs associated with such vehicle use.

Whilst public liability insurance and motor vehicle insurance covers employees and volunteers whilst driving, it is expected that all individuals would have their own private vehicles insurance

6. Handling of cash deposits

Only the EO, or a person(s) specifically delegated by the EO, are authorized to handle cash deposits at a Bunnings BBQ, market stall and similar.

A detailed breakdown of the cash amount(s) should be filed with the financial records.

Cash should be banked at the earliest opportunity.

7. Grant acquittal

The EO shall prepare all grant acquittals and circulate to the Board prior to submission.

8. Investments policy

The Treasurer is responsible for all investment decisions.

9. Acknowledgements

This document is directly based with permission on the St Kilda Mums 'Financial Policy 3.8', drafted by Rosabel Capasso, approval date 14 September 2016