FINANCIAL MANAGEMENT POLICY

Financial Policies and Procedures

PURPOSE

Find Wellbeing is committed to responsible financial management. The entire organisation including the board, staff and service partners work together to make certain that all financial matters of the organisation are addressed with care, integrity and in the best interests of Find Wellbeing.

It is the objective of these policies and procedures to:

- Protect the assets of Find Wellbeing
- Ensure the maintenance of accurate records of Find Wellbeing financial activities
- Provide a framework of operating standards and behaviour expectations.
- Ensure compliance with all legal and reporting requirements

PROCEDURES

The Managing Director has the responsibility for administering these policies and ensuring compliance with procedures that have been approved by the Board.

A review of these policies is conducted annually.

All Board members and all staff with fiscal related responsibilities are expected to be familiar with and operate within the parameters of these policies and procedures.

Key Guidelines

1. Our services will be affordable.
2. We will only spend what we have.
3. We will not risk capital.
4. We will keep reserves for two months operations.

1. General Accounting Policy

This policy sets out general accounting information about

Accounting

The financial accounting period for Find Wellbeing begins on the 1st of July each calendar year and concludes on 30th of June the following year.

Warren Strybosch is the professional accounting advisor for Find Wellbeing

Tax Status:

Find Wellbeing is registered with the Charities Commission to retain tax exempt status. Currently this exempt tax status also precludes the paying of any fringe benefit tax.

Funds Management

Maintaining financial viability is one of the keys to Find Wellbeing continuing existence.
To help ensure this the following financial policies and procedures have been developed.

Bank Accounts:

Find Wellbeing holds bank accounts; none have overdraft facilities. They are as follows:

a. main operating account for salaries
b. expenses

Investments

Find Wellbeing holds reserve funds in higher interest, low risk term investments. These funds are transferred when required into their working cheque or fund management accounts.

Reserves

The board aims to have an operating budget in reserve.

Banking

The Finance Officer is responsible for the receipting and banking of all funds received by Find Wellbeing

Transfer of Funds

Find Wellbeing has an automatic transfer of funds from the Funds Management Account to the Operating cheque account which occurs when required.

Capital Expenditure

This policy sets out some guidelines regarding the purchase, care and disposal of capital items.

Purchase of Capital Items

The Managing Director of Find Wellbeing has the responsibility of purchasing any capital items. These items are set out in a budget each year which is approved by the Board. The purchase of all capital items should come within budget limits. When purchasing significant items a minimum of two quotes are sought to obtain a competitive price. The Manager reports on capital expenditure at board meetings.

Asset Register

An asset register is held by Find Wellbeing and maintained by the Manager. Assets are recorded. Capital purchases less are also recorded as operating expenses.

Depreciation

Assets are depreciated on a diminishing value basis (there are two ways to depreciate – check with your accountant). The cost of the fixed asset is written off over the expected economic life. The rates are set out in the annual accounts.

Disposal of Assets

Capital items for disposal must first be approved by the Board. The Manager is responsible for the disposal of capital items. After Board approval the items may be offered to community groups in an 'as is where is state' at little or no cost or to staff at reasonable, book or current market value rates.

Internal Controls

Internal controls have been put in place at Find Wellbeing to protect both the organisation and its board members and staff.

Reconciliations

Reconciliations are done monthly by the Finance Officer. Receipts are reconciled to monthly statements of any accounts held by Find Wellbeing.

Bank Statements are reconciled monthly. They are then checked and signed off by the Manager.

Find Wellbeing invoices organisations or individuals for payment of hireage fees or other services as required. A copy of each invoice is filed and reconciled with payment when received. Receipts are issued for any monies received or noted on the invoice.

When payment becomes overdue a second invoice is sent as a reminder of payment and then followed up by emails and phone calls. Once every effort has been made to recover funds the Manager has the authority to write off small unpaid debts. Significant amounts of debt owing will be discussed at Board meetings.

Refunds may occasionally be issued if an organisation has given notification of non-attendance prior to a session. The Manager has final discretion in this matter.

Creditors

Find Wellbeing holds accounts with various companies and individuals. Some of these creditors are paid monthly by automatic payment, others by cheque.

All other creditors are paid by cheque as required.

Accounts are approved for payment by the Manager and then the cheques are written out by Find Wellbeing.

Find Wellbeing pays wages via internet banking. No other payments will be made via internet banking.

Reimbursements

On occasions staff and board members may purchase small goods for work purposes using their own money. These items will be reimbursed by Find Wellbeing when the staff member or board member completes a reimbursement form attaching receipts or verification of their purchase. All reimbursements are approved by the Manager.

Reporting

Find Wellbeing board meets twice a month. At these meetings the Manager presents a report on the work of the staff and also a copy of the following financial accounts.

- Summary of cash position (all bank accounts at month end)
- Monthly Budget actual comparison
- Monthly cheque detail report

Cashflow forecast can be produced upon request or when required

The Manager receives a copy of the Account Details Report.

The board is able to query any item in the financial accounts.

Copies of bank statements and other source documents are also available for the board to view.

Cheque Signatories

Find Wellbeing uses two signatories on each cheque. One is usually the Managing Director who first approves all payments made. The second signatory is usually the Chair or the Treasurer of the board or in their absence the Deputy Chair of the board.

Two signatories are also required for automatic payments or direct debit authorities. Any letters of notification given to the bank are signed by both the Managing Director and the Chair or Treasurer of the board.

Delegated Authority

The Manager has the authority to act on behalf of the Board. Approval limits are set out in the annual budget. Staff members check with the Manager before purchases are made. On occasions the Manager will consult with the Chair of the board or bring matters to the attention of the board at their meetings.

The admin officer has responsibility for purchases of office supplies and will seek approval from the managing director prior to any orders being made to ensure all office supplies purchases are within budget limits.

The admin for budget and supplies have the responsibility for expenditure and running their programmes within budget limits.

Any increase in limits to charge accounts or credit cards is approved by the Board and recorded in the minutes.

Budget

The Manager with support from the Managing Director and Treasurer is responsible for preparing the annual budget of Find Wellbeing Priorities are set by the Manager and the board.

Salaries are set by the Manager within the budget, as is operational and capital expenditure. The budget is prepared to support the strategic plan and presented to the board for approval.

The budget can be revised if necessary, during the financial year and presented to the board for approval. This may occur when significant changes are expected in income or expenditure. Regular financial monitoring occurs by budget comparisons to actual expenditure being made at board meetings.

Payroll

Find Wellbeing use HR.MY payroll system. Keeping accurate payroll records is the responsibility of the Finance Officer. These records include annual salary of each staff member, required deductions, annual leave, time in lieu accrued, sick leave, statutory leave and bereavement leave.

Time in lieu must be approved by the Manager prior to accrual. Time in lieu is recorded by each staff member via time sheets, which are signed off by the Manager. The HR Staff is responsible for reconciliation of time in lieu within the payroll system and presenting a tally back to each staff member at the end of each month. The use and accumulation of time in lieu is set out in the employment contracts.

Salaries of permanent staff members are paid fortnightly by internet banking into a bank account designated by the staff member in accordance with their employment agreement.

Casual staff are required to complete time sheets. The necessary deductions are made and the balance paid by internet banking.

The Manager has the responsibility for hiring contractors as required. Quotes may be sought and payment for completed work made by cheque on receipt of invoice.

Other documents to be considered alongside this policy are:

Find Wellbeing Constitution
Employment Handbook
Individual Employment Agreements
Health & Safety Policy
Privacy Policy
Feedback and Complaints Policy
Tax Exemption Certificate

Insurance Policies
Annual Accounts & Audit Report
Annual Budget