



CW010 Financial Management & Delegations Policy

Application

This policy guides how CuriousWorks (the 'Association') controls and safeguards its finances and manages its financial systems, by providing guidelines for who can approve expenditure, ensuring that financial records are kept to a proper standard and preventing fraud or mismanagement. This ensures that we protect and make the best use of our available funds. In managing our finances well, we also provide accountability to our supporters, stakeholders and funding bodies for the funds they have provided.

This policy applies to:

- all of CuriousWorks' accounts and financial systems
- all CuriousWorks employee's whether permanent, temporary, full-time, part-time or casual, and:
- all contractors, consultants, volunteers, or interns to CuriousWorks, to the extent it is relevant to them.

Section 1 – Commitment

CuriousWorks is committed to effective management of the organisation's finances and the prevention of fraud or mismanagement of its funds. Specifically, we will:

- maintain appropriate records of financial transactions and accounts that comply with the Australian accounting standards
- implement a system of approvals for financial transactions
- document delegations of authority for approving financial expenditure
- ensure safeguards are in place to prevent fraud and financial mismanagement
- provide staff who are responsible for bookkeeping and financial management with relevant documented financial procedures.

Section 2 – Procedures

2.1 Maintaining appropriate records

CuriousWorks financial records are processed using MYOB accounting software (Account Edge Pro for Mac), maintained with the latest software version & tax table revisions through a monthly paid subscription to MYOB Technology Pty Ltd. CuriousWorks have adopted a customized chart of accounts, in line with the organisations reporting needs and requirements.

Financial records are maintained by appropriately skilled and qualified staff to ensure that bookkeeping and associated activities such as payroll and taxation are in compliance and meet the Australian accounting standards.

2.2 Approvals and delegations

The Committee of Management of CuriousWorks delegate authorities according to the following conditions:

CONTRACTS

The CEO shall have the authority to sign contracts on behalf of the Association, where such contracts are for and on behalf of CuriousWorks and are in line with the Constitution and Strategic Plan of the Association and for the benefit of the Association. Such contracts should not exceed \$300,000. Contracts incurring expenditure in excess of \$300,000 shall be referred to the Committee of Management for specific approval prior to incurring the liability.

In circumstances where emergency approval is required, the CEO shall consult with the Chair of the Management Committee to obtain approval, to be subsequently ratified by the Management Committee at the next MC meeting.

All contracts must be within the approved program, project and operational budgets of the Association.

FINANCIAL DELEGATIONS

Project Managers that have responsibility for project budgets have authority to raise and authorise payment of invoices up to the delegated value as specified in Schedule 1. Other members of a project may be given limited authority to incur expenditure but have no authority under this delegation to duly authorise a commitment of the Association.

All expenditure must be within budget. All purchases made within budget but above the specified delegation of the purchaser must have prior approval from the senior management that have the appropriate delegated level of authority.

An authorised officer is not permitted to authorise expenditure that relates directly to themselves, eg: travel and accommodation. In such circumstances, the expenditure should be authorised by a line manager with the appropriate authority level.

In the case of the CEO:

- For budgeted expenditure, the Finance Officer and a second staff signatory.
- For unbudgeted expenditure, the Finance Officer and a Management Committee signatory.

REIMBURSEMENTS

The Association will reimburse any out of pocket expenses properly, necessarily and reasonably incurred by staff in the performance of their duties, subject to:

- The purchase being within budget
- The purchase is within the delegated value of the purchaser (as specified in Schedule 1);
- The purchaser provides receipts or other appropriate evidence of payment as required by the Association.

Any out of pocket expenses in excess of the delegated value will not be reimbursed by the Association unless approved in writing by the authorizing officer prior to the incurring of the expense.

CAPITAL ACQUISITION

The CEO shall have the authority to approve any Capital Acquisitions that do not exceed \$5000 and are within the approved budget for the period. All Capital Acquisitions above \$5000 must be approved by the Committee of Management prior to purchasing. The definition of capital equipment would be any items of \$1,000 or more in value that could be classified as office furniture, vehicles, plant and equipment. For all such requests the requester should, along with an explanation for the need to purchase such equipment, endeavour to provide a minimum of three quotes with an indication of the preferred supplier.

SIGNATORIES

Authorised account signatories for the Association are the Treasurer of the Committee of Management, the CEO and one other nominated senior staff/ committee member. At all times a bank transaction requires two signatories to approve the transaction, of which one signatory should be the CEO, where possible.

The bookkeeper is responsible for preparing payments in MYOB and uploading files into the bank system. This includes wages, accounts payable, PAYG and GST and any transfers of funds. When ready for approval, authorized account signatories will be notified of the transactions for review and approval. The bookkeeper must ensure full documentation of all transactions is collated together with the monthly bank reconciliation reports in accordance with *CW016 - Financial Management Procedures*.

DEBIT CARDS

All transactions made using the CuriousWorks Debit Card must be approved by the Finance Officer prior to purchasing and must be within an approved budget for the period. The debit card can only be used for the purchase of small value expenses and equipment up to the value of \$2500.00. It can also be used for reoccurring invoices from approved suppliers via Direct Debit and any transactions that can only be processed using the MasterCard facility. The purchaser will in all cases obtain sufficient supporting documentation to validate the expense (eg: tax invoice) and shall provide this to the Finance Officer with 7 days of the purchase.

Any purchase not within an approved budget must get the approval of the CEO prior to purchasing. No cash advances are to be taken using the CuriousWorks Debit. The business debit card is not to be used for personal expenses.

All business debit cards shall be secured with a PIN.

Where a business debit card is lost or stolen, or there is evidence of Credit Card fraud, then the owner of this card is to notify the issuing agency and ensuring the card is cancelled.

All business debit cards are to be returned to CuriousWorks when the person is requested to by the CEO or where they are no longer an employee of the business.

STAFF APPOINTMENTS

Following the approval and establishment of the structure of the Association, the Committee of Management delegates the power to engage staff or contractors to the CEO, where the salary package or fee for a position does not exceed \$80,000 p/a. The CEO further has the right to sub-delegate the selection process to the Managers engaging staff within their own projects in accordance with the Schedule 1 table. Contracts of employment outside these delegations or established structure will, at all times, be through or in consultation with the Committee of Management.

In the event of a staff dismissal being considered or undertaken, the Executive will be responsible for handling all aspects of the process. In the instance of the Finance Officer, the CEO and Chair will be responsible for handling all aspects of the process. In the instance of the CEO, the Chair and Committee of Management will be responsible for handling all aspects of the process.

TRAVEL & ENTERTAINMENT

No international travel will be undertaken without prior notification and approval of the Committee of Management. Applications to the Committee of Management must include costs, itinerary and expected outcomes.

While it is considered that at times there would be a need for staff incurring costs in relation to business lunches etc., the costs for any single occasion must not exceed \$200 and must have a budget existing to handle any such expenditure. For all occasions that may need a greater level of expenditure, prior approval must be authorised by the CEO. In accordance with Operational Expenditure Delegations, an Authorised Officer is not permitted to authorise expenditure that relates to them.

2.3 Preventing fraud and financial mismanagement

CuriousWorks has put in place the following procedures to safeguard our finances and prevent financial mismanagement:

- Financial delegations and procedures for obtaining and documenting approval for expenditure
- Money receipting, banking and reconciliation processes for money received by the organisation
- Monitoring and checking of accounts and bank reconciliations

- The role of an external Financial Advisor in checking financial records and monthly reports.
- Monthly financial reporting to CEO
- Monthly financial reporting to the Management Committee
- The role of the Treasurer in checking financial records and reports
- Annual Audited Financial Statements in accordance with Australian Auditing Standards by an approved Auditor.

2.4 Providing documented procedures

CuriousWorks has a detailed Financial Management Procedures document, which includes guidelines and instructions for:

- Purchasing, receipting and reimbursement procedures for all staff;
- Bookkeeping instructions for staff entering financial transactions into the MYOB accounts, including invoicing, payroll, banking and reconciling procedures;
- Fortnightly, Monthly, Quarterly and Annual accounting & reporting procedures for the Finance Officer, CEO and Committee of Management.

3. Review Processes

Frequency of Review - This policy will be reviewed every 12 months as part of CuriousWorks' annual review of our governance and accountability related policies, unless critical incidents prompt the organization to review the policy ahead of schedule.

Responsibility for Review – The Committee of Management is responsible for reviewing this Policy.

Process for Review – The Finance Officer will provide input to the policy review and will draft changes in consultation with the CEO. The Governance Sub-committee will review the draft changes and provide input. Once changes are approved at a Governance Sub-committee level the Policy will be put forward to the Committee of Management for adoption.

Documentation & Communication – Once approved and adopted at a Management Committee level, the Administration Officer is responsible for updating the CuriousWorks Policy Register and communicating changes to the Policy to staff via email, including the revised Policy document as an attachment.

Schedule 1

TABLE OF DELEGATIONS

CAPITAL EXPENDITURE

Delegate	Level of Expenditure	Process
Committee of Management	> \$5000.00	Written request submitted to Committee of Management
CEO	< \$5000.00	Budget Approved - Written request submitted to MC

OPERATIONAL & PROJECT EXPENDITURE

Delegate	Level of Expenditure	Process
Committee of Management	> \$50,000.00	Written request to Committee of Management
CEO	\$0 to \$50,000.00	Budget Approved - Written request to MC
Project Manager	\$0 to \$5,000.00	Budget Approved - Written request to CEO
Other staff	\$0 to \$500.00	Raise request for Approval only

REIMBURSEMENTS

Delegate	Level of Expenditure	Process
Committee of Management	> \$2,000.00	Written request to Committee of Management
CEO	\$0 to \$2,000.00	Budget Approved - Written request to MC
Project Managers	\$0 to \$500.00	Budget Approved - Written request to CEO
Other staff	\$0 to \$100.00	Raise request for Approval only

APPOINTMENT OF STAFF & CONTRACTORS

Delegate	Level of Salary	Process
Committee of Management	All Permanent positions > \$80,000.00 p/a (pro rata)	MC & CEO Panel
CEO	All Permanent positions < \$80,000.00 p/a (pro rata)	CEO/ Project Manager Panel

Project Managers	Contractors & Casual staff < \$40,000 p/a	Project Manager / Staff Member Panel – Contract signed and approved by CEO
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DISMISSAL OF STAFF & CONTRACTORS

Delegate	Process
CEO	Consultation of Chair & Committee of Management following work place guidelines
Finance Officer / Project Managers	Consultation of Chair and CEO following work place guidelines
Other staff / contractors	Consultation of CEO and Project Manager, following work place guidelines

CONTRACTS

Delegate	Level of Expenditure	Process
Committee of Management	All Contracts > \$300,000.00	Program & Budget Approval by MC
CEO	Contracts \$0 - \$300,000.00	Program & Budget Approval by CEO
Project Managers	Contracts < \$30,000.00	Program & Budget Approved by Project Manager

SIGNATORIES (Dual Signatory Authorisation)

Delegate	Level of Expenditure	Process
Committee of Management	> \$50,000.00	Transaction request and MC approval required
CEO	< \$50,000.00	Transaction request and CEO approval required
Finance Officer	< \$10,000.00	Transaction request and Finance Officer approval required
Project Managers	< \$2,000.00	Transaction request and PM approval required