

# Financial Management Policy

for community environmental  
groups

## INTRODUCTION

XYZ Community Group is committed to maintaining and achieving a financially sound and well managed organisation.

## PURPOSE

This policy is designed to ensure that an appropriate system of financial management and internal controls are in place, complied with and maintained at XYZ Community Group.

## POLICY

### I. RESPONSIBILITIES

The treasurer shall oversee all the financial matters for XYZ Community Group and present the financial reports to members. However, the day-to-day responsibilities may be delegated to the Office Manager.

### II. CHEQUE SIGNATORIES

All bank accounts shall require two signatories on any cheques issued or funds transferred electronically.

The opening of new bank accounts shall be approved by the Chairperson and Treasurer or another Executive Committee member.

No blank cheques shall be signed in advance.

### III. ACCOUNTING SYSTEM

XYZ Community Group shall use MYOB to manage its accounts. At least two persons must have access to the system.

The treasurer shall ensure that appropriate back up procedures are in place to protect the financial information.

### IV. FINANCIAL DELEGATION

A delegation of financial authorities must be in writing and approved by the Committee.

A person delegated to exercise a financial authority or responsibility cannot further delegate his or her authority.

Financial delegations cannot approve their own personal

expenditure.

In delegating authorities, the principle of segregation of duties should be observed e.g. separating the functions of purchasing and approval of payment for the same purchases.

**V. CAPITAL EXPENDITURE**

Where the cost of an asset exceeds \$500, it must be capitalised (recorded as a long term asset) and depreciated over its useful life.

An asset register must be maintained for such assets.

The assets shall be physically verified on an annual basis.

**VI. EMPLOYEE REMUNERATION AND BENEFITS**

The remuneration and benefits of all employees shall be reviewed annually by the Committee.

Changes to the remuneration and benefits of staff must be approved by the Committee.

**VII. AUDITORS**

The auditors shall be appointed by members based on the recommendation of the Committee (or appropriate sub-committee).

**VIII. BUDGET**

The treasurer shall ensure that annual budgets are prepared and presented to the Committee for approval.

**IX. MANAGEMENT REPORTING**

The treasurer shall ensure that monthly management accounts and reports are prepared and presented to the Committee for review.

**X. INSURANCE**

The treasurer shall ensure that the appropriate type and level of insurance cover is in place at all times.

**XI. REGULATORY COMPLIANCE**

The treasurer shall ensure timely compliance to all regulatory authorities, such as the ATO, QLD Office of Fair Trading, ASIC and ACNC.

Any failure or significant delay in compliance must be reported to the Committee.

**XII. INVESTMENTS**

All investments decisions shall be the responsibility of the Committee. However, the day-to-day management decisions of investments may be delegated to the Office Manager.

Generally, capital funds shall be placed in low risk investments such as bank term deposits.

The treasurer shall report progress of any investments held to the Committee on a regular basis.

**RESPONSIBILITIES** It shall be the responsibility of the treasurer to ensure that the requirements of this policy are complied with. These policy and procedures shall be reviewed every year by the Committee.

**AUTHORISATION:**

This version was approved on: [Click here to enter a date.](#)

This version takes effect on: [Click here to enter a date.](#)

Authorised by: [Insert name](#)

Chairperson: [Insert name](#)

Chairperson signature:

DISCLAIMER: The information contained in this publication is based on knowledge and understanding at the time of March 2016. However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of QWaLC or the user's independent advisor.

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