



POLICY

8.1 - SERVICE MANAGEMENT: FINANCE

Purpose

The purpose of this policy seeks to outline the financial management practices expected of Better Together Management Committee and staff with respect to their statutory and fiduciary duties as prescribed in the *A New Tax System (Goods and Services Tax) Act 1999*, *Income Tax Assessment Act (1997)*, *National Employment Standards (NES) Disability Services Act (2006)* and *Standard 2 of the National Disability Insurance Scheme Quality Practice Standards and the Incorporated Associations Act* .

The *Service Management: Finance Policy* is intended to clarify the content of the Better Together Constitution by making explicit the underlying principles of service management approved by the organisation.

It shall be the responsibility of the Treasurer of the Management Committee to report the financial situation of the organisation at each Management Committee meeting (*see Policy 8.0-Defining Committee Member's Roles and Responsibilities*).

Applicability

The contents of this policy are applicable to all stakeholders including: Management Committee, Staff, Volunteers, Members and Service Users.

Policy Statement

The financial management system at Better Together exists to comply with the law and acceptable accounting requirements and is based on good business practice. The goal of our financial management is to be accountable for the money we receive from funding bodies and other stakeholders. Better Together uses funds received effectively and efficiently to achieve the mission and objectives of the organisation.

The Management Committee are committed to ensuring that modern practices are used to efficiently and securely direct, monitor and measure the organisations resources on an ongoing basis in accordance with current legislation, the organisation's values and purpose, and service user's best interests. Transparent financial systems, controls and delegations necessary to take precautions to guard against possible abuse of organisational funds will be used.

Preamble

Better Together employs a competent Finance Officer to accurately record all transactions and to ensure that reports are regularly provided to the Manager and Treasurer of the Better Together Management Committee. The Management Committee, with the Finance Officer's

assistance, ensures that the *Annual Financial Budget* and accounting is correct and meets funding requirements. The Manager is responsible for compliance with Better Together policies and associated procedures.

The Management Committee is responsible for overseeing the financial management of the organisation and for ensuring that the organisation operates within a responsible, sustainable financial framework. This framework includes the control of assets, the creation and maintenance of sound internal control systems and the employment of professional, dedicated and skilled staff with appropriate delegated authority in the financial management function.

All funding received from government bodies is handled in accordance with the funding guidelines of the appropriate funding body e.g. Incorporated association, National Disability Insurance Agency, Department of Employment Small Business and Training. Better Together operates bank accounts for the specific use of managing monies received. A separate bank account will be held for donations made to Better Together.

Better Together understands that good accounting principles and practices are important for effective and efficient use of funds. There are also legal requirements including those determined by various agreements, which Better Together must meet.

It is the responsibility of the Manager to ensure that designated staff participating in financial management of the service understands the *Service Management: Finance Policy* and works within its stated procedures.

Better Together is committed to employing financial management and reporting systems that are:

- effective:
 - all financial and reporting tasks will be carried out in a timely manner;
- efficient:
 - all financial and reporting tasks will be carried out in a cost-effective manner;
- relevant:
 - financial and reporting tasks will be appropriate and reflect upon all financial transactions conducted by Better Together staff, Management Committee and funding bodies;
- concise:
 - necessary detail will be provided to meet acceptable accounting and legal requirements, ensuring clarity and ease of comprehension for Management Committee members, staff and funding agency employees;
- objective:
 - financial account statements will be based on verifiable transactions e.g. cheques written from an invoice, remittances issued from money received;
- reliable:
 - financial account statements must represent what they say and how they say it i.e. expenditure shows what Better Together has spent;
- complete:
 - financial and reporting documents will be provided so that all information regarding income and expenditure is available. The information must not only be



complete, but it must be undistorted by the value judgements or attitudes of the person preparing it.