



ROSSMOYNE VOLLEYBALL CLUB

Financial Management Policy

Purpose

To ensure that the club's finances are handled responsibly and to enable the implementation of sound day to day financial management practices with clear parameters.

Policy Statements

The Committee of Management will ensure that:

- A competent person is recruited to the role of Treasurer
- Adequate support by means of a financial sub-committee or advisory group is established if needed
- An approved budget for the year is determined
- Sufficient income is available to meet the budget requirements
- All funding agreements are adhered to and acquitted as required
- Monthly financial management reports are produced and presented to the next Committee Meeting
- All legal and taxation requirements are attended to and delivered on time
- An audit is completed if necessary, in accordance with the Associations Incorporations Act
- Decisions regarding investment are resolved by the Committee



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Procedures

Rossmoyne Volleyball Club will abide by the standard procedures listed below.

- Decide whether to use cash or accrual-based accounting
- Two signatures are required on all cheques / for all accounts
- The Treasurer and three other Committee Members are authorised to operate the club bank accounts
- A limit of \$500 may be authorised by the Treasurer for unbudgeted item in conjunction with the President AND Vice President and must be communicated to the committee at the next meeting
- Monthly Financial reports are prepared for Committee Meetings and distributed before the meeting
- Any variances to the budget are explained to the Committee Members
- A bank reconciliation will be undertaken at the end of each month to ensure receipts and payments balance with deposits and withdrawals
- Appoint a suitably qualified auditor if required
- After audit, develop a subsequent action plan to respond to the auditor's report
- The Club will submit an annual return to Consumer Affairs by the given date
- A petty cash system will be established to record petty cash transactions. Money will only be reimbursed on receipt