

Sporting Shooters Association of Australia – ACT Inc.

Financial Management Policy

Purpose

To detail the financial management policies and procedures for the Sporting Shooters Association of Australia ACT (the Association). Areas covered include documentation required; reporting; maintaining records; archiving and disposal; budgets; investing funds; corporate card usage; audit requirements; and Annual Reports.

Policy

The Association is committed to managing its finances in an efficient and effective manner in accordance with the Association's Constituent Documents, relevant legislation, and accounting requirements.

The Association achieves strong financial management through:

- accurate and timely reporting to the Council that includes measures of financial performance;
- relevant financial controls that include:
 - ensuring transactions are evidenced and appropriately authorised, and
 - separation of duties relevant to the Association; and
- maintaining accurate records to ensure transparency and accountability for all funds received and used.

Reports on financial performance are provided to Council to ensure funds are used effectively. Documentation is maintained to provide evidence of funds received and/or spent. All Association members with authority to spend funds must use these funds for the purpose in which they are intended and in an efficient and effective manner. Funds are to be protected from inappropriate use and /or misappropriation. Records are kept for the required time period in line with relevant legislation requirements.

Procedure

1.0 *Financial Controls*

- 1.1 The Association has financial controls designed to reduce opportunities for:
 - 1.1.1 misuse or misappropriation of funds;
 - 1.1.2 items purchased that do not meet the Association's needs;
 - 1.1.3 errors in purchasing and payment; and
 - 1.1.4 the incurrence of expenses greater than income.

1.2 *Control processes include:*

- 1.2.1 relevant segregation of duties including two signatures for all cheques and two-person verification for all electronic payments;
- 1.2.2 ensuring appropriate documentation is held to evidence all transactions;
- 1.2.3 documented approval that is in line with the Association's approval policies;
- 1.2.4 regular financial management reporting to Council;

- 1.2.5 regular review of financial management reporting by Council;
- 1.2.6 external audits to review and verify appropriateness of transactions and practices as well as the Association's financial performance.

2.0 Documentation

- 2.1 All payments must be accompanied by appropriate documentation as evidence of goods or services purchased.
- 2.2 Documentation will include, but is not limited to:
 - 2.2.1 relevant invoices, purchase orders delivery documents; and
 - 2.2.2 documented verification that goods or services have been received.
- 2.3 All payments made through petty cash or other funds will be recorded and authorised in accordance with the Association's authority Policies.
- 2.4 The Treasurer will issue invoices for any money owing to the Association.
- 2.5 All agreements to pay by instalment or to waive fees must be documented.
- 2.6 An asset register will be maintained to ensure all assets are accurately recorded and controlled.

3.0 Separation of Duties

- 3.1 All association members, with financial responsibilities, are to ensure appropriate segregation of duties when undertaking financial transactions and duties.
- 3.2 Separation of duties includes:
 - 3.2.1 two signatories for all cheque payments;
 - 3.2.2 two-person verification for all electronic payments;
 - 3.2.3 no authorising of payments for transactions they have an interest in;
 - 3.2.4 the reconciliation of accounts will be independently reviewed; and
 - 3.2.5 the external audit will sample the accuracy and appropriateness of transaction authorisation, source evidence and separation of duties functions.

4.0 Reporting

- 4.1 The Treasurer will provide reporting to the Council at least quarterly that allows it to effectively discharge its responsibilities of financial oversight including:
 - 4.1.1 summarised report of key financial data;
 - 4.1.2 details of financial performance against budget;
 - 4.1.3 analysis of any variance to budget greater than tolerated by Council;
 - 4.1.4 a Balance Sheet; and
 - 4.1.5 details of any risks and any other key financial indicators or information as determined by Council.
- 4.2 The Treasurer will provide Council committees, as established from time-to-time, with financial information relevant to their activities.
- 4.3 The Treasurer is responsible for:
 - 4.3.1 the preparation of financial reports;
 - 4.3.2 financial acquittals;
 - 4.3.3 supporting all financial audit/review processes; and
 - 4.3.4 production of the Association's Business Activity Statements.

5.0 Maintaining Records

- 5.1 All financial records will be kept for a period required by governing legislation and standards.
- 5.2 Any information relating to more than the current and two previous financial years will be archived.
- 5.3 Information can only be destroyed in accordance with relevant legislative and regulatory guidelines.

6.0 Budgets

- 6.1 Each year the Treasurer will prepare, or oversee the preparation, of a budget for the next financial year.
- 6.2 The Budget should be prepared with information gained through:
 - 6.2.1 direction from Council on priorities and expected for income and expenditure;
 - 6.2.2 consulting with representatives of all SSAA ACT Sections, Clubs and Disciplines on expectations of resource needs, expected costs and revenue streams;
 - 6.2.3 priorities detailed in Business and project plans;
 - 6.2.4 a review of the economic environment and changes to government priorities or planning; and
 - 6.2.5 a review of risks and health and safety requirements.
- 6.3 Only items that have a reasonable likelihood of occurring are to be included in the budget.
- 6.4 The draft budget is to be reviewed and endorsed by the Finance, Risk and Compliance Committee (FRACC) prior to submission to the Council.
- 6.5 The Council will review the draft budget, request amendments where relevant, and approve the final budget.
- 6.6 SSAA ACT members will have access to a summary of the approved budget.
- 6.7 Where a significant change occurs in income or expenditure the Council may request a revision to the budget for its consideration.
- 6.8 Where a revised budget is approved by Council, financial reporting will be compared with the revised budget in all future financial reporting for that year.

7.0 Revenue

- 7.1 Designated Range Officers, and relevant officers of all SSAA ACT Sections, Clubs, and Disciplines responsible for the collection of revenues required by the Association's Constituent Documents, will provide suitably prepared acquittal documents for the collection of these revenues.
- 7.2 The Treasurer will oversight revenue collection and issue invoices where relevant.

8.0 Investment of Funds

- 8.1 The Association works to invest available funds to maximise the use and earnings of funds for the benefit of its members.
- 8.2 The Association invest funds in a manner that:
 - 8.2.1 maximises returns on the investment for the benefit of members;

- 8.2.2 ensures the Association maintains sufficient liquidity; and
- 8.2.3 protects funds in line with a secure, low risk investment strategy.
- 8.3 Investment of funds can only be made into instruments offered by Australian Regulated Financial Institutions such as banks, building societies, and credit unions. Cash assets are not to be invested in equities, managed, mortgage or similar funds.

9.0 Corporate Credit and Debit cards

- 9.1 The Association may provide corporate credit/debit cards (corporate cards) to relevant members where there is a recognised need to enable them to undertake business for the Association in an effective and efficient manner.
- 9.2 The Council is responsible for authorising the allocation of a corporate cards to members in accordance with relevant corporate card policies.
- 9.3 Corporate card holders must only use them for business transactions in accordance with relevant corporate card policies.
- 9.4 Personal transactions are not to be made with an Association corporate card.
- 9.5 Accidental personal use is to be rectified, by reimbursement to the Association in full, within seven days of the transaction occurring.
- 9.6 The Treasurer will review and authorise all corporate card transactions and the corporate card holder will be personally liable for any transaction not authorised unless the transaction/s occur after the card has been notified as lost or stolen.
- 9.7 Corporate card holders must immediately notify the issuing institution and the Treasurer of a lost or stolen card to avoid incurring unauthorised transactions.
- 9.8 Corporate card holders must submit documentation as required by relevant corporate card policies.
- 9.9 All corporate card holders must read, and acknowledge they have read, the relevant credit card policies prior to accepting an Association corporate card.

10.0 External Audits

- 10.1 The auditor is appointed at the Association's Annual General Meeting in accordance with its Constituent documents.
- 10.2 The Treasurer is responsible for ensuring:
 - 10.2.1 an audit is undertaken each year;
 - 10.2.2 the auditor is given full and free access at all reasonable times to all accounts and such other information, documents, and other records which the auditor considers necessary for audit purposes;
 - 10.2.3 Audited Financial Statements are submitted to Council; and
 - 10.2.4 Matters/deficiencies identified by the auditor's report are rectified/dealt with and monitored, where necessary.
- 10.3 The Treasurer or Chair of FRACC will present the Audited Financial Statements for the previous financial year at the Annual General Meeting.

11.0 Annual Report

- 11.1 The Treasurer will have prepared, on an annual basis, an Annual set of Financial Statements.

11.2 The financial Statements will include such information that is necessary to discharge the Association's responsibility of financial transparency and accountability.

Linked Policies

- Debit Card Policy
- Authority Delegation

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