



KNC Financial Management Manual Policies and Procedures

Revised March 2015

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FINANCIAL MANAGEMENT POLICY #1.0

FINANCIAL MANAGEMENT

POLICY STATEMENT

Katoomba Neighbourhood Centre (KNC) is required to keep proper financial records, ensure financial probity and complete an annual independent audit of all financial activity. KNC is committed to effective management of the organisation's finances, the prevention of fraud or mismanagement of its funds and accountability to our members for the use of organisational funds and to funding bodies or donors for the funds they have provided.

The KNC Board will ensure that Katoomba Neighbourhood Centre undertakes financial accountability by ensuring that Katoomba Neighbourhood Centre:

- maintains appropriate records of financial transactions and accounts and that all its accounting policies, procedures and practices comply with the Australian Accounting Standards, Funding Department requirements and all relevant taxation and other legislation.
- implements a system of approvals for financial transactions
- operates to a documented delegations of authority for approving financial expenditure
- ensures safeguards are in place to prevent fraud and financial mismanagement
- has an approved budget for the year for each program and or service;
- has sufficient income to meet the budget requirements;
- follows the conditions of all Funding Agreements;
- properly accounts for funds and completes an independent audit each year.

This policy requires to be read and understood in conjunction with the following KNC documents:-

POLICY/DOCUMENT NAME
1. KNC Budget Management
2. KNC Delegations
3. KNC Managing Contracts and Funding Arrangements
4. KNC Monitoring Legal Compliance
5. KNC Organisational Governance
6. KNC Codes of Conduct

WHO THE KATOOMBA NEIGHBOURHOOD POLICY APPLIES TO

The KNC Financial Management Policy applies to the:

- **KNC Board**
- **KNC Management Team (General Manager; Manager Finance and Resources)**
- **KNC Staff**

PROCEDURE

Assets and Depreciation

The assets of KNC shall be recorded and auditable. The assets register is to be reviewed and kept in conjunction with the depreciation schedules maintained by the Manager Finance & Resources finance administration system. A summary of Assets will be provided to the Board of Management annually. Assets will be internally audited and externally audited each year.

Bank Accounts

The Board of Management must be informed when a bank account is opened or closed. Notification will occur at the closest monthly Board of Management meeting after the account is opened or closed and is the responsibility of the Manager Finance & Resources. Bank accounts are reconciled with KNC accounting records each month.

All bank account transactions either manual (e.g. cheque) or electronic (e.g. EFT) must be attended by two authorised account signatories i.e. two authorised agents of the organisation- either two staff with approval and delegation, or one staff member and one Board member.

The Manager Finance & Resources shall keep a secure register of the bank accounts held by Katoomba Neighbourhood Centre. The registry should include a record of the following:

- Name of Bank
- Branch location
- Account type
- Account number
- BSB number
- Account manager
- Contact details
- Date account opened
- Date account closed

- Interest rates and fees
- Rollover date/Renewal dates for term deposits and investment accounts
- Credit card holders
- Expiry dates for credit cards

A transfer of funds between any two Katoomba Neighbourhood Centre accounts will require the approval of the KNC General Manager and the KNC Manager Finance and Resources. In the event that one of the KNC Management team is unavailable, then the second person will be a member of the KNC Board Executive.

Credit Cards

Store cards, credit and debit cards will only be used under the KNC financial delegations authority schedule. Credit cards must only be used for expenditure directly relating to authorised expenditure and identified within the relevant budget. All KNC store cards/credit cards will be audited six monthly.

Signatories

The Board of Management must approve bank signatories for all KNC accounts. The names and signatures of the current cheque signatories are held by the General Manager and the Manager Finance & Resources.

The addition and removal of cheque signatories must adhere to the following principles:

- i. No cheque signatories should be related or living in the same premises
- ii. No cheque signatories should have ever been bankrupted or convicted for fraud
- iii. Signatories should not authorise payments which involve a conflict of interest, e.g. authorisation of payment as reimbursement for own expenses
- iv. When there are changes to signatories the bank should be advised immediately and the records adjusted, ASAP after the change
- v. Two signatures/electronic funds transfers authorisations are required for approved expenditure at all times for all transactions.
- vi. An electronic bank token is allocated and linked to each signatory

Borrowing

The Board of Management will determine any requirement for any overdraft on the recommendation of the General Manager. The Board of Management must approve any

request from the General Manager, with an accompanying supporting statement from the external auditor, for KNC to borrow funds.

Budgets

(Please see KNC Budget Management Policy)

All budgets shall be planned and maintained to ensure that incorporation legislation, taxation laws and funding body agreements are adhered to. KNC Budgets for each financial year will be prepared by the Manager Finance & Resources in consultation with General Manager and Service Coordinators. The annual fiscal year budgets for each KNC service and program will be approved by the Board by September each financial year

Financial Audits

KNC will appoint an auditor to provide an audit on its financial administration and situation at least annually. This external auditor will be voted by members of the Association at the Annual General Meeting. In the interests of best practice, the Board will consider alternating the external auditor each five years.

Financial Delegation

(Please see KNC Delegations Policy)

Delegations of authority for expenditure are set by the KNC Board. KNC will have a statement of the financial delegation for the Board and each staff position. Thus delegation will identify the amount and conditions of expenditure approval that position is allowed. Other than the payroll transaction, PAYG, Superannuation and BAS payments, expenditure:

- The Board has delegation for amounts above \$10,000
- The Chairperson has delegation up to \$10,000
- The General Manager has delegation up to \$5,000
- The Manager Finance & Resources has delegation up to \$3000.
- Service Coordinators can expend with their approved service/program budgets however a single item of expenditure over \$1000 requires approval by either the Manager Finance & Resources or the General Manager. Expenditure above their level of delegation must be referred either to Chairperson or back to the Board for approval.

Financial Information – Privacy

All financial records, including payroll and client accounts will be kept securely and with regard to KNC's privacy policy.

Financial Records

Financial records will be kept according to Australian Accounting Standards.

Financial records will be maintained in the following manner:

- Transactions will be recorded electronically using MYOB accounting software approved by the Manager Finance & resources, supported by the Finance Administration position
- Electronic entry of transactions will be the responsibility of the Manager Finance & Resources
- Accounts are processed weekly and reconciled monthly by the Manager Finance & Resources supported by the Finance Administration position
- The Chart of Accounts is maintained by the Manager Finance & Resources
- Hard copy primary records will be maintained by the Manager Finance & Resources and kept in accordance with KNC policy
- Financial records will be archived for a period of 7 years.

Fraud Prevention and Financial Mismanagement

Financial management security is maintained through:

- Procedures for obtaining and documenting approval for expenditure.
- The receipting and reconciling of all money received by the organisation with banking records.
- Monitoring and checking of accounts and bank reconciliations by the Manager Finance & Resources, reporting to the General Manager and reviewing with Treasurer routinely.
- Weekly meetings between the General Manager & the Manager Finance & Resources reviewing financial position, transactions and expenditure
- A monthly finance report to the Board & General Manager
- A quarterly finance presentation to the Board.
- Monitoring of the budget position by the Service Coordinators with written reports Service Reports reviewed by the General Manager and tabled with the Board second monthly

As stated in the KNC Code of Conduct it is serious, wilful misconduct and potentially criminal to steal or in any other way misappropriate money or other property from KNC, clients or staff. All Board members and KNC representatives must report possible 'fraud' theft of misconduct in line with KNC's Code of Conduct and Code of Behaviour for Board Members.

KNC ensures internal controls and processes are in place to minimise the possibility of Fraud, theft or misappropriation of funds. All references must be checked when employing staff, especially those who deal with clients and handle money. All volunteers and staff of KNC undergo criminal record checks as part of the recruitment process, with this process being repeated routinely during the period of employment. All KNC store cards/credit cards will be audited six monthly. Regular internal financial audits and spot checks are attended in line with recommendations of external auditor.

Investment

The Manager Finance & Resources and the General Manager will manage the investment of any KNC funds and report investment activity to the Treasurer. Investments must be placed in interest-earning bank or credit union bank accounts, Government bonds or similar secure deposits. Any investments of funds outside of these secure financial deposits must be approved by the KNC Board.

Purchasing

All purchases must fall within the program and overall budget approvals and guidelines for each service/program. Purchases over the amount determined in the budgets by delegations schedule are to be approved by either the Manager Finance & Resources or the General Manager prior to being ordered. Purchases over the amount determined in the delegations schedule of these positions, unless approved budget items, are to be approved by the KNC Board. KNC will develop a list of preferred suppliers that shall be referred to when making a purchase. This list will be reviewed regularly.

Processing transactions

All accounts will be dealt with promptly and within specified time frames.

Accounts Receivable

The Manager Finance & Resources with the assistance of the Finance Administration worker will manage all accounts receivable and:

- send out invoices on a monthly basis
- process payments received and bank deposits
- maintain all required documentation.

Accounts Payable

The Manager Finance & Resources with the assistance of the Finance Administration worker will manage all accounts payable and:

- ensure all purchases have the necessary approval before processing

- process payments to creditors either by cheque or electronic funds transfer (EFT)
- issue a remittance advice to a creditor when an EFT payment is made

Providing Documented Procedures

The following procedures will be documented in detail in Finance procedures folder:

- Money handling procedures for staff collecting or processing money (receipting, banking, reconciling).
- Instructions for staff entering financial transactions into the accounts.
- Petty cash procedures for all staff using petty cash.
- Monthly monitoring and checking procedures.

VERSION HISTORY

Version	Approved by	Approval date	Amendment notes
Version 1	KNC Board	Sept 2013	<ul style="list-style-type: none"> • Delegations Policy created stand alone
Version 2	Quality & Policy Sub Committee use in draft	March 2015	<ul style="list-style-type: none"> • Additional information reviewed for creation of a stand alone

FINANCIAL MANAGEMNT POLICY #1.1

BUDGET MANAGEMENT

POLICY STATEMENT

Katoomba Neighbourhood Centre (KNC) is committed to effective management and monitoring of the organisation's funds. The KNC Board is responsible (in collaboration with the General Manager and the Manager Finance & resources), for:

- The development of an annual budget for each program operated by the organisation, each service or program budget approved by the KNC Board
- tabling annual draft program budgets with the Board in July of each new financial year
- ensuring all program budgets are fully approved by the Board by September of each financial year
- monitoring income and expenditure against the budget on a regular basis
- ensuring regular reporting to the KNC Board on the budget position, recorded in the Board agenda and minutes
- informing the KNC Board to enable the appropriate action can be taken when there is a significant variation between projected and actual figures
- reviewing and adjusting the budget when necessary.

This policy requires to be read and understood in conjunction with the following KNC documents:-

POLICY/DOCUMENT NAME
7. KNC Delegations Policy
8. KNC Financial Management Policy
9. KNC Contract and Funding Agreement Management Policy
10. KNC Legal Compliance Monitoring Policy

WHO THE KATOOMBA NEIGHBOURHOOD BUDGET MANAGEMENT POLICY APPLIES TO

The KNC Budget Management Policy applies to:

- The KNC Board
- KNC Management staff
- KNC Service Coordinators

PROCEDURE

Developing and approving the annual budget

The development and work up of each program budget, prior to Board review, is the responsibility of the Manager Finance & Resources with the General Manager, in consultation with the relevant Service Coordinator. The draft budgets are prepared by the KNC Manager Finance & Resources and tabled with the KNC Board in July of each new financial year. The final draft is then submitted in August, with full ratification & approval by the KNC Board in September of each financial year.

Adjustments and variations to the budget may be recommended by the Service Coordinator to the Manager Finance & Resources for review. All recommendations must be justified, and funds must be available within the program. The Manager Finance & Resources after consultation with the General Manager has the delegation to approve movement across the ratified budget, to accommodate the recommendations of the Service Coordinator. Any requests or recommendations to increase ratified program budget(s) must be taken back for approval by the KNC Board. Once this process is complete the KNC Delegations Policy again applies.

Monitoring and reporting

Financial reports are prepared by The KNC Manger Finance & Resources showing:

- Income and expenditure for the period and year to date
- Comparison to the budget for the period and year to date
- Balance sheet at the end of the period

The Manager Finance & Resources meets weekly with the Katoomba Neighbourhood Centre GM to review the Organisations financial status and funding requests , reports or issues. The KNC Board is provided with a monthly budget position report for each program, posted on the Board login component of the KNC Website. A full financial presentation covering the financial report information is attended at the second monthly Board meetings.

VERSION HISTORY

Version	Approved by	Approval date	Amendment notes
V1	In draft Quality & Policy sub committee	March 2015, for ratification June 2015	<ul style="list-style-type: none">• This has been developed to complement the delegations policy and the Organisational Governance policy

FINANCIAL MANAGEMENT POLICY #1.2

INSURANCE MANAGEMENT

POLICY STATEMENT

Katoomba Neighbourhood Centre (KNC) maintains a number of types of insurance cover as a way of protecting itself and its personnel against the financial impact of any legal liability that may arise. Insurance cover is a risk mitigation strategy and forms part of Katoomba Neighbourhood Centre's risk management plan.

KNC is required by law to maintain insurance cover for Worker's Compensation, and Public Liability and Professional Indemnity insurances by the funding bodies.

KNC maintains adequate insurance cover at all times.

This policy requires to be read and understood in conjunction with the following KNC documents:-

POLICY/DOCUMENT NAME
11. KNC Monitoring Legal Compliance
12. KNC Organisational Governance
13. KNC Financial Management

WHO THE KATOOMBA NEIGHBOURHOOD INSURANCE MANAGEMENT POLICY APPLIES TO

The KNC Insurance Management Policy applies to:

- All operations of KNC
- KNC Board
- KNC Senior Management Team

PROCEDURE

Insurance cover

Katoomba neighbourhood Centre maintains the following insurance coverage:

- personal accident insurance for staff & volunteers
- public liability insurance
- building and contents insurance
- motor vehicle insurance
- association liability (this includes Directors liability and professional indemnity)
- Workers' Compensation insurance

The Manager Finance & Resources in consultation with the General Manager will review insurance coverage and consider any changes that appear advisable on an annual basis. Changes to the coverage levels will be enacted by the KNC Senior Management Team if the adjustments are within the stated delegation, changes will then be approved by the Board. Changes to the nature of the insurance coverage require the approval of the Board.

Prior to renewal of a policy, the Manager Finance & Resources will provide the insurer or broker with a detailed and accurate schedule of activities and inclusions to be covered.

Currency and compliance

The Manager Finance & Resources is responsible for ensuring all insurance policies are current and adequate documentation maintained. All insurance policies must be sighted by the KNC Board on an annual basis. For ease of monitoring this will occur in the July Board meeting each year to coincide with the tabling of the draft budgets each financial year.

VERSION HISTORY

Version	Approved by	Approval date	Amendment notes
Version 1	KNC Quality & policy sub Committee in draft March 2015	Slated for full ratification June 2015	•

FINANCIAL MANAGEMENT POLICY #1.3

MANAGING CONTRACTS AND FUNDING AGREEMENTS

POLICY STATEMENT

When Katoomba Neighbourhood Centre (KNC) enters a contract for services, including its agreements with funding providers, this contract forms part of KNC's legal obligations. KNC is committed to meeting its legal obligations and maintaining positive working relationships with contract partners. It will meet all legal obligations and funding agreement requirements in a timely and efficient manner.

KNC accepts funding from government agencies for services funded by government and undertakes to meet performance targets specified in funding agreements, and to comply with reporting requirements.

The KNC Board delegates authority to the General Manager, or their delegate, to act on its behalf and liaise and negotiate with funding bodies. Wherever possible, two members of the Board Executive will sign any funding contract or contract variation on behalf of the organisation. In the event members of the Board Executive are unavailable, then ordinary members of the Board will be asked to sign.

This policy requires to be read and understood in conjunction with the following KNC documents:-

POLICY/DOCUMENT NAME
14. KNC Financial Management
15. BMHMMS Contractor Agreement
16. KNC Organisational Governance

WHO THE KATOOMBA NEIGHBOURHOOD MANAGING CONTRACTS AND FUNDING AGREEMENTS POLICY APPLIES TO

The KNC Managing Contracts and Funding Agreements Policy applies to:

- KNC Board
- KNC General Manager
- KNC Manager Finance & Resources
- KNC Service Coordinators

PROCEDURE

Contracts and agreements

Katoomba Neighbourhood Centre deals with the following types of contracts and agreements:

- Funding agreements: Initial contract is provided by the funding agency and

Katoomba Neighbourhood Centre reviews and negotiates on the terms and conditions proposed

- Consultant or contractor agreements: Initial contract is usually provided by Katoomba Neighbourhood Centre and the consultant or contractor may negotiate on the terms and conditions
- External service agreements (e.g. equipment leasing, telephone contracts): Initial contract is provided by the supplier and KNC has limited capacity to negotiate other than on the details of supply (price, timing etc.).
- KNC service agreements: KNC operates specific service agreements with key service partners in the delivery of shared or partner services. Initial contract is usually developed and supplied by KNC with the service partner reviewing and negotiating on the terms proposed.
- Memorandums of Understanding (MoU): KNC will at times enter into specific Memorandums of Understanding with other neighbourhood centres, agencies and services. MoU's usually relate to the delivery of community projects or client services. The MoU is usually developed and supplied by the lead agency (which may or may not be KNC), with the other service partner(s) engaged in the MoU reviewing the details of understanding and any resource implications contained within.

The General Manager or Manager Finance & Resources should ensure that any contract being signed contains:

- clear specification of the services or activities, including (where relevant, goals and targets)
- professional or license details of the contractor or service provider where appropriate)
- time frame for delivery
- length of agreement
- agreed pricing and time frames for payment where applicable
- description of any resources (existing or new) that may be required during the term of the contract
- dispute resolution and termination mechanism
- an indication of compliance with relevant service standards and statutory requirements

Funding agreements and contractor/consultant agreements should also contain:

- performance monitoring and evaluation arrangements
- reporting requirements

- acquittal arrangements
- management arrangements
- insurance and indemnity arrangements
- confidentiality and intellectual property rights

VERSION HISTORY

Version	Approved by	Approval date	Amendment notes
Version 1	In Draft by Policy & Quality Sub Committee March 2015	Slated for Board Ratification June 2015	•

FINANCIAL MANAGEMENT POLICY #1.4

MONITORING LEGAL COMPLIANCE

POLICY STATEMENT

Katoomba Neighbourhood Centre (KNC) operates within the requirements of all relevant legislation and legal regulations. KNC is committed to complying with all applicable laws and requires that all staff and Board members act within the law at all times in the course of their duties for the organisation.

The Board delegates the responsibility for monitoring legal compliance to the General Manager and The manager Finance & Resources

This policy requires to be read and understood in conjunction with the following KNC documents:-

POLICY/DOCUMENT NAME
17. KNC Organisational Governance
18. KNC Financial Management
19. KNC Human Resources
20. KNC WHS
21.

WHO THE KATOOMBA NEIGHBOURHOOD MONITORING LEGAL COMPLIANCE POLICY APPLIES TO

The KNC Monitoring Legal Compliance Policy applies to:

- KNC Board
- KNC General Manager
- KNC Manager Finance & Resources

PROCEDURE

Legal compliance parameters

The KNC senior management team (General Manager with the Manager Finance & Resources) will develop a list of the relevant specific legislation and other legal requirements that KNC is subject to. The list will identify the legal requirements that KNC is subject to, and document for each:

- the name of the Act or regulation
- the body administering the requirement
- the requirement

- a link to the current policy or other document demonstrating compliance

The senior management staff will be responsible for reporting any breach of procedure related to legal requirements and overseeing any investigation. The senior management staff will determine whether specific auditing of compliance in particular areas is required. The General Manager will report to the Board on the completion of compliance checking and on any breaches of legal requirements.

VERSION HISTORY

Version	Approved by	Approval date	Amendment notes
Version 1	Under development		•

FINANCIAL MANAGEMENT POLICY #1.5

AUTHORITIES & DELEGATIONS

POLICY STATEMENT

The Katoomba Neighbourhood Centre has clear lines of authority and delegation to ensure sound financial management. This policy has been designed to ensure delegation authority is exercised by the most appropriate and well informed individuals. The Katoomba Neighbourhood Centre has strict controls in place for the authorisation of expenditure and the signing of cheques on behalf of the Organisation.

KNC has clear financial delegations for the Board of Management members and relevant, identified staff positions. The Delegations Authority Schedule identifies the amount and conditions of expenditure approval that each position, either Board or staff, is allowed under their Delegations Authority Schedule. The KNC Board of Management shall review & approve the financial Delegations Authority Schedule each twelve months at the first Board Management Committee after the Annual General meeting. Authorities & delegations under this policy are attached to the position identified and not to the occupant in any position, Board or staff.

This policy requires to be read and understood in conjunction with the following KNC documents:-

POLICY/DOCUMENT NAME
1. KNC Financial Management
2. KNC Budget Management
3. KNC Organisational Governance
4. KNC Policy & Procedure Board Members Codes of Conduct

WHO THE KATOOMBA NEIGHBOURHOOD DELEGATIONS POLICY APPLIES TO

The KNC Delegations & Authorities Policy applies to:

- KNC Board
- KNC General Manager
- KNC Manager Finance & Resources
- KNC Service Coordinators

Positions with Authority & Delegation

The following positions within Katoomba Neighbourhood Centre both have the following identified roles and responsibilities related to authorities & delegations.

Role of the Board of Management

The Katoomba Neighbourhood Centre Board of Management is ultimately responsible for the overall financial management of Katoomba neighbourhood Centre Incorporated, overseen by the Treasurer.

Role of Treasurer

The Treasurer is responsible for ensuring that the financial policy and procedures set down by the Katoomba Neighbourhood Centre Board of Management are followed. The Treasurer is also responsible for ensuring that all aspects of Katoomba Neighbourhood Centre Incorporated is operating in a financially sound and sustainable manner

Role of General Manager

The Katoomba Neighbourhood Centre General Manager will work closely with the Treasurer, supervise the Manager Finance & Resources and is responsible for ensuring that the financial policy and procedures set down by the Katoomba Neighbourhood Centre Board of Management are implemented.

Role of the Manager Finance & Resources

The Manager Finance & Resources is supervised by the General Manager and is responsible to the General Manager to carry out the day-to-day financial tasks of the Katoomba Neighbourhood Centre and its services, programs & projects. Refer to section 1.3.2 for more detailed description of the role of the Manager Finance & Resources.

Role of Service Coordinators

The Service Coordinators for each KNC service, program or project are supervised by the General Manager and are responsible to the General Manager for the day to day budget management for the services in their direct control. The Manager Finance & Resources with the General Manager and the Board of Management Service Committee representative will work closely with the Service Coordinators to develop the annual service budgets. Refer to section 3 for more detailed descriptions of Budgets.

Delegation Authorisation Limits

The Katoomba Neighbourhood Centre Board of Management will allocate appropriate levels of financial delegation & authorisation to relevant staff. The KNC Delegations Authority Schedule will outline the amount of financial delegation the Board and each staff member is able to exercise.

The general principle is that the authority for expenditure of Katoomba Neighbourhood Centre funds is allowed within the approved budget for the service(s) provided that any single item of expenditure item does not exceed the relevant financial delegation.

The financial delegation limit shall apply to recurrent and capital expenditure apart from specifically excluding items indicated by the KNC Board of Management. Expenditure on excluded items must be approved by the Board of Management.

Authority for approval of expenditure over the limits of delegation is exercised directly by the KNC Board of Management or through delegation of this authority by the Board of Management to the General Manager when considered necessary. The approved motion to move delegated authority to the GM must be recorded in the minutes of the relevant Board of Management meeting.

Delegations Authority Schedule

The Delegations Authority Schedule will be held with the Manager Finance & Resources (electronically or in hard copy), reviewed annually by the Board of Management and updated if felt necessary by the Board. The KNC Delegations Authority Schedule entitles an employee to spend up to their authority level before seeking approval from the relevant Manager to exceed this limit. The Delegations Schedule is as follows:-

Position	Delegation Authority Limit	Delegation Authority Operating Rules
1. Board of Management	<p>Amounts to the value of \$10,000</p> <p>Amounts above \$10,000</p>	<ul style="list-style-type: none"> • Expenditure of and approval for expenditure from General Funds up to \$10,000 requires a motion at a Board of Management Regular meeting, with the minimum quorum (5) able to agree. • Expenditure of and approval for expenditure from General Funds for amounts above \$10,000 requires a motion at a Board of Management regular meeting to be passed, and a minimum of 2 thirds of the total Board of Management membership to agree to the motion for the expenditure to be approved and implemented
2. General Manager	Maximum \$5,000	<ul style="list-style-type: none"> • For amounts between \$3000 -\$5,000 it is necessary to notify the Treasurer or Chairperson before proceeding. In the absence of both these executive position holders the GM must notify either of the remaining executive position holders (Deputy Chairperson or Secretary)
3. Manager Finance & Resources	Maximum \$3,000	<ul style="list-style-type: none"> • This delegation covers the maximum level of authority. For amounts exceeding \$2,000 across a

		single item, is necessary to inform the General Manager before proceeding.
4. Service Coordinators	Maximum \$1,000	<ul style="list-style-type: none"> Expenditure is capped at \$1,000 for any single item. Funds must come be within the approved annual budget lines. Items >\$1000 must be presented to the Manager Finance & Resources for approval or the GM in their absence.

Delegation Responsibilities and Accountability

Where delegation is given to the KNC General Manager, Manager Finance & Resources or Service Coordinators, to work on behalf of or to represent the Organisation for a specific purpose, or to undertake a specific position for a designated period, delegated authority may be exercised and the duty performed by the person for the time they are acting in the specified position or representing the Organisation for the defined purpose.

A delegated person may appoint another person or body to advise about the exercise of delegated authority (including decision making), however the delegate always remains responsible and accountable for the decision or action.

In exercising delegations, the KNC General Manager, Manager Finance & Resources or Service Coordinators are subject to the requirements of all relevant Acts & Legislation.

The delegations granted apply only to operations and functions within the responsibility span of the General Manager, Manager Finance & Resources or Service Coordinators exercising the delegation and within the budgetary limits of those positions, except where stated. In relation to Restricted Funds, delegations must be exercised in accordance with the terms and conditions governing each account.

Delegates are accountable to the KNC Board of Management Committee for the results of exercising their delegations and responsibilities allocated to them.

Bank Accounts

The Board of Management must be informed when a bank account is opened or closed. Notification will occur at the closest monthly Board of Management meeting after the account is opened or closed and is the responsibility of the Manager Finance & Resources. Bank accounts are reconciled with KNC accounting records each month.

All bank account transactions must be attended by two authorised account signatories i.e. two authorised agents of the organisation- either two staff, or one staff member and one Board member.

The Manager Finance & Resources shall keep a secure register of the bank accounts held by Katoomba Neighbourhood Centre The registry should include a record of the following:

- Name of Bank
- Branch location
- Account type
- Account number
- BSB number
- Account manager
- Contact details
- Date account opened
- Date account closed
- Interest rates and fees
- Rollover date/Renewal dates for term deposits and investment accounts
- Credit card holders
- Expiry dates for credit cards

Credit Cards

Store cards, credit and debit cards will only be used under the KNC financial delegations authority schedule. Credit cards must only be used for expenditure directly relating to authorised expenditure and identified within the relevant budget. All KNC store cards/credit cards will be audited six monthly.

Signatories

The Board of Management must approve bank signatories for all KNC accounts. The names and signatures of the current cheque signatories are held by the General Manager and the Manager Finance & Resources.

The addition and removal of cheque signatories must adhere to the following principles:

- vii. No cheque signatories should be related or living in the same premises
- viii. No cheque signatories should have ever been bankrupted or convicted for fraud
- ix. Signatories should not authorise payments which involve a conflict of interest, e.g. authorisation of payment as reimbursement for own expenses
- x. When there are changes to signatories the bank should be advised immediately and the records adjusted, ASAP after the change
- xi. Two signatures/electronic funds transfers authorisations are required for approved expenditure at all times for all transactions.
- xii. An electronic bank token is allocated and linked to each signatory

VERSION HISTORY

Version	Approved by	Approval date	Amendment notes
Version 1	KNC Board		<ul style="list-style-type: none">This policy replaces all former policies and procedures related to Authorities and Delegations operational within the Organisation up to the date of approval.