



## POLICY AND PROCEDURES

### Financial Management Policy and Procedures

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<b>Relevant Rules:</b>	Rule 75
<b>Relevant Legislation</b>	FWRO Act 2009 Chapter 8 - Records and Accounts
<b>Scope:</b>	This policy and procedures, or parts of this policy and procedures have application to all employees, members of BCOM and Branch Delegates
<b>Purpose:</b>	This policy and procedures are established to assist the Branch Secretary, the Finance Committee, the BCOM in overseeing all aspects of the financial management and operation of the Union including financial risk management strategies and financial policies and procedures.

## Contents

1.	Definitions .....	3
2.	Branch Supplied Credit Cards, CabCharge and MotorPass Cards.....	4
3.	Normal Operating Expenses.....	5
4.	Extraordinary Operating Expenses .....	7
5.	Opening and closing of accounts in the Name of the Branch .....	7
6.	Financial Institution Accounts in the Name of the Branch .....	7
7.	Operation of Bank of Melbourne Accounts .....	8
8.	Signing of Cheques .....	8
9.	Electronic Funds Transfers .....	9
10.	Direct Debit Transfers.....	9
11.	Approval of Fortnightly Wage Runs.....	9
12.	Expenses initiated by individual staff members.....	9
13.	Technology.....	10
14.	Petty Cash Protocol .....	10
15.	Purchasing Goods and Services.....	11
16.	Purchase Order Protocol.....	11
17.	Value of Purchase order protocol .....	12
18.	Dining and Entertainment Expenses.....	12
20.	Expense Claims .....	14
21.	Payment of claims.....	15
22.	Monthly Accounts.....	16
23.	Loans, Donations and Sponsorship.....	16
24.	Annual Operating Budget.....	16
25.	Income Management.....	16
26.	Keeping of Financial Records .....	18
27.	Compliance and Review of this Policy.....	18

## Policy Statement

HACSU employees and Branch Officers are expected to uphold the integrity of the Branch and Union in the highest manner when undertaking their duties and in their undertakings with members, employers, outside organisations and suppliers.

HACSU employees and Branch Officers must behave honestly and with integrity in the course of their employment or duties.

HACSU employees and Branch Officers must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their Branch or Union employment or duties.

HACSU employees and Branch Officers must not make improper use of inside information or use the employee's or Officer's duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the employee, Officer or for any other person.

## Policy

### 1. Definitions

Unless otherwise indicated, the following words have the following meanings in this document:

**'Act'** means the *Fair Work (Registered Organisations) Act 2009*.

**'BCOM'** means the Branch Committee of Management of the Health Services Union, Victoria No. 2 Branch elected in accordance with the rules of the Union.

**'Branch'** refers to the Health Services Union, Victoria No 2 Branch

**'Credit Card'** also means 'Debit Card'.

**'Finance Committee'** means the Committee established by resolution of the BCOM and made up of the Officers of the Branch as defined by Rule 50.

**'Finance Manager'** means the person appointed to manage and operate the financial accounts of the Branch on a day to day basis and appointed as such by resolution of the BCOM.

**'Gift'** mean present, benefit, offering or token of appreciation from a member, employer, vendor, supplier, potential employee or potential vendor or suppliers and included, but is not limited to cash, merchandise, services, hospitality or social invitations whether offered free or discounted.

**'HACSU'** or **'Health and Community Services Union'** means the Health Services Union, Victoria No 2 Branch

**'Health Services Union'** or **'HSU'** means the National Union (as defined by the rules) of which HACSU is a Branch.

**'Immediate Family'** means any child, stepchild, parent, stepparent, spouse (including defacto), sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and any person (other than a tenant or employee) sharing the household of the employee or Branch Officer.

**'Related Party'** means any (i) Secretary, Assistant Secretary employee, Officer or member of

the Branch Committee of Management; (ii) Immediate Family Member of a Secretary, Assistant Secretary, employee, Officer or member of the Branch Committee of Management; (iii) an entity which is owned or controlled by someone who falls within the categories listed above in (i) and (ii) and entity in which someone listed above in (i) or (ii) has a substantial ownership interest or control.

**'Transaction'** means any financial transaction, arrangements or relationships (including any indebtedness or guarantee of indebtedness) or any series of similar transactions, arrangements or relationships.

**'Officer'** is an Officer of the Branch in accordance with the rules of the Union.

**'Union'** means the Health Services Union.

## 2. Branch Supplied Credit Cards, CabCharge and MotorPass Cards

- 2.1 Branch Credit Cards will be supplied to the Branch Secretary, Assistant Branch Secretary and any other employee of the Branch expressly approved by the Branch Committee of Management on recommendation from the Finance Committee.
- 2.2 All Credit Cards issued to Branch Officers and employees are to be used only for bona fide Branch business and are to be used in accordance with these procedures. Credit Cards may be used for items that are part of the normal operating expenditure and other general administration expenditure as defined in clause 3. Credit Cards may only be used for items that are part of the extraordinary operating expenditure which have been expressly pre-approved by resolution of the Finance Committee or BCOM in accordance with clause 4.
- 2.3 Credit cards must not be used under any circumstances for personal expenditure not associated with bona fide union business.
- 2.4 No cash withdrawal facilities shall be available from Union credit cards
- 2.5 Branch Credit Cards will only be issued to individuals and those individual card holders are responsible for all expenditures made on their card.
- 2.6 The limit on all credit cards held by the Branch Secretary in the name of the Branch shall be \$10,000.
- 2.7 The limit on all credit cards held by the Finance Manager, and the Assistant State Secretary in the name of the Branch shall be \$5,000
- 2.8 The limit on all credit cards held by all others authorised in the name of the Branch shall be \$5,000.
- 2.9 Credit card expenditure on any item of expenditure which exceeds \$1,000 for card holders, other than the Branch Secretary, must have the prior approval of the Branch Secretary.
- 2.10 Receipts and tax invoices are to be kept for all credit card expenditure and the card

holder must provide a signed monthly reconciliation indicating that all expenditure was authorised expenditure and in accordance with these policies and procedures.

- 2.11 The Finance Manager is to ensure that all credit card expenditure have associated receipts and tax invoices and that monthly reconciliations have sufficient detail supplied by the card holder, including by the Branch Secretary.
- 2.12 The Branch Secretary must sign each Officials and employees monthly reconciliation confirming that the expenditure was authorised and made on the items referred to in sub-clause 2.2 and submit the reconciliation to the Finance Committee.
- 2.13 The Financial Manager and Branch Secretary must immediately investigate any doubt or discrepancy with respect to any unauthorised expenditure and report such investigation, finding and action to the Finance Committee.
- 2.14 The Finance Committee must review and sign off on the Branch Secretary's monthly reconciliation confirming that the expenditure was made on the items referred to in sub-clause 2.2 and must immediately investigate any doubt or discrepancy with respect to any unauthorised expenditure and report such investigation, finding and action to the BCOM.
- 2.15 Branch Supplied Cabcharge / Motor Pass Cards
  - 2.15.1 The State Secretary may authorise certain Officials and employees who are required to travel regularly on Branch business to be provided with a Branch supplied Cabcharge / Motorpass card travel.
  - 2.15.2 All Cabcharge / Motorpass cards issued to Branch Officials and employees are to be used for bona fide Branch travel and are to be used in accordance with these procedures.
  - 2.15.3 Receipts and tax invoices are to be obtained by the cardholder for all Cabcharge/ motorpass Card expenditure and provided on a MONTHLY BASIS to the Finance Manager. The official or employee holding the Cabcharge Card must initial the receipt indicating that all expenditure on the Cabcharge / motorpass Card was expenditure on Branch business and in accordance with these policies and procedures.
  - 2.15.4 The Finance Manager is to ensure that all Cabcharge / Motorpass Card expenditure have associated receipts and tax invoices, appropriately initialled, supplied by the card holder, including the State Secretary.
  - 2.15.5 The State Secretary must sign each Officials and employees monthly statement confirming that the expenditure was authorised and made on legitimate business of the Union.

### 3. Normal Operating Expenses

#### **(General administration and reasonable incidental expenditure)**

- 3.1 The Branch Secretary is authorised to make and/or commit to normal operating

expenditures. There may be other expenditure, other than those defined in sub-clauses 6.2 and 6.4, that is expenditure on the general administration of the union or for purposes reasonably incidental to the general administration of the union (“other general administration expenditure”). The Branch Secretary is authorised to make and/or commit to other general administration expenditure consistent with the approved budget, and a specific policy or program direction issued by the BCOM.

- 3.2 “Normal Operating Expenditure” includes but is not limited to the following items of expenditure:

Affiliation Fees (other than National Union Capitation Fees), Air Fares, Accommodation, Audit Fees, Cleaning and Housekeeping products, Computer Support, Computer and associate Hardware, Computer Software, Meeting Expenses, Newspapers, Office Equipment Maintenance, Petrol, Parking, Petty Cash, Postage, Printing, Rubbish Removal, Rent, Internet and Telephones, Equipment Rental, Stationery , Subscriptions, Staff Training, Conference Attendance, Employee Expense Claims, Utilities, Taxi, Airport Parking, Vehicle Lease, Storage Rental and campaign expenses.

The limit of expenditure on any of the above items, other than expenditure on Delegate Conferences, Annual BCOM Conferences, without the approval of the BCOM is \$10,000.

- 3.3 The State Secretary may delegate expenditure approval to the Finance Manager for normal operations consistent with their role. Such delegation must be in writing and must detail the limits of any such delegation.
- 3.4 National Capitation Fees, Superannuation, Wages, Australian Taxation Office and Insurance Premiums.

Expenditure on the above items is as incurred. The wages paid to any Branch Officers and employees are to be in accordance with the resolution of the BCOM setting those wages.

### 3.5 Legal Expenses

3.5.1 Legal expenses are not normal operating expenses and require approval by resolution of the Finance Committee or BCOM. Where possible the engagement of legal advice/representation should be approved by the Finance Committee or BCOM prior to engagement. It is recognised however that prior approval is not always possible. Where it is necessary to engage legal advice/representation without prior approval then the Branch Secretary may make the decision and the decision must be considered for approval at the meeting of Finance Committee or BCOM following the engagement.

3.5.2 The Branch Secretary may approve the engagement of legal advice up to \$5000 per matter without referral to Finance Committee or BCOM.

- 3.6 The Branch Secretary must scrutinise any expenditure incurred by, or on behalf of, the Branch. Where the Branch Secretary decides to approve expenditure on the basis that it is normal operating expenditure, or other general administration expenditure, the Branch Secretary must note his or her approval on the documentation relating to the expenditure and sign and date his or her approval. In relation to cheques and electronic funds transfers, the noting of the approval, signing and dating of the approval is to be in accordance with the policy.

#### 4. **Extraordinary Operating Expenses** **(Not general administration and reasonable incidental expenditure)**

- 4.1 This clause applies to expenditure that is not expenditure on the general administration of the union or for purposes reasonably incidental to the general administration of the union (“extraordinary expenditure”).
- 4.2 The Branch Secretary is authorised to make expenditure up to \$10,000 on items or services of an extraordinary nature. Where such expenditures occur, they must be reported to the Finance Committee at its next meeting. Extraordinary expenditure over \$10,000 requires prior approval by the Finance Committee or BCOM. The approval of extraordinary expenditure by Finance Committee must be reported to the next meeting of the BCOM. The approval of extraordinary expenditure by the Finance Committee or BCOM must be minuted.

#### 5. **Opening and closing of accounts in the Name of the Branch**

- 5.1 Financial institution accounts in the name of the Branch may only be opened or closed by resolution of the BCOM.
- 5.2 As of this version of the Financial Management Policy and Procedures, the only authorised accounts in the name of the Union are:
- Members Equity Bank Business Investment Account
  - Bank of Melbourne Freedom Business Account
  - Bank of Melbourne Express Saver Account
  - Commonwealth Account
- 5.3 As of this version of the Financial Management Policy and Procedures, the only authorised credit or debit card accounts in the name of the Branch are to be issued by Bank of Melbourne

#### 6. **Financial Institution Accounts in the Name of the Branch**

- 6.1 The Members Equity Business Investment Account must be set up in such a way that funds may only be transferred to the Bank of Melbourne Freedom Business Account

- 6.2 Funds can only be transferred to and from the Members Equity Business Investment Account to the Bank of Melbourne Freedom Business Account and Commonwealth Bank by way of a written transfer request signed by the Branch Secretary and Assistant State Secretary. Copies of such written transfer request must be filed with any transfer documentation.
- 6.3 Other than by Electronic Funds Transfer (EFT's) or authorised Direct Debit Transfer (DDT's) made in accordance with Clauses 9 and 10 of this policy, funds can only be transferred to from the Bank of Melbourne Freedom Business Account by way of a written transfer request signed by two of the signatories to the account. Copies of such written transfer request must be filed with any transfer documentation.
- 6.4 The Authorised User of all accounts shall be the Branch Secretary. The signatories to the Account will be the Branch Officers as defined by Rule 50 of the Registered Rules of the Union.
- 6.5 Monthly statements for the Bank of Melbourne Freedom Business Account and Commonwealth Bank must be presented to the Finance Committee at their meetings.
- 6.6 Any union funds not required to be held in the Bank of Melbourne Freedom Business Account or Bank of Melbourne Express Saver Account will be held in the Members Equity Business Investment Account.

## 7. Operation of Bank of Melbourne Accounts

- 7.1 Only persons authorised by resolution of the BCOM may operate the Bank of Melbourne Accounts
- 7.2 The issue of Bank of Melbourne Tokens and replacement tokens require the approval of the Finance Committee.
- 7.3 Bank of Melbourne EFT Passwords and token pin numbers are assigned to authorised individuals and those individuals are not to disclose their password to any other person, including to the Branch Secretary.
- 7.4 Bank of Melbourne tokens are the property of the Union and must be returned to the Branch Secretary or the Finance Manager when the need for having a token no longer applies.

## 8. Signing of Cheques

*“Rule - 53 - BRANCH FUNDS AND PROPERTY*

*(c) All cheques drawn on the funds of a branch shall be signed by the Branch Secretary (or in his/her absence the Branch Assistant Secretary together with any two members of the Branch Committee.”.*

- 8.1 Cheques will be signed by the Branch Secretary, and two other Officers of the Union.
- 8.2 Cheques will only be prepared by the Finance Manager with the prior written approval of the Branch Secretary.
- 8.3 The Branch Secretary must sign a cheque first to indicate that the policy has been complied with.
- 8.4 Under no circumstances are blank cheques to be pre signed.

## 9. Electronic Funds Transfers

- 9.1 Bank procedures for Electronic Funds Transfers (EFTs) must be set up in such a way that it is not possible for one individual to begin and complete an EFT transaction.
- 9.2 Except as provided for in clause 11, EFTs will only be prepared by the Finance Manager with the prior written approval of the Branch Secretary.
- 9.3 Once an EFT transaction is authorised by the Branch Secretary, it may then be uploaded for payment on Bank of Melbourne ready for authorisation.
- 9.4 All EFT transactions must be authorised by the Branch Secretary, The Branch Secretary is to authorise the expenditure first indicating that he or she has approved the upload in accordance with the policy.

## 10. Direct Debit Transfers

- 10.1 Direct Debit Transactions may only be established by resolution of the Finance Committee approving the establishment of a direct debit facility.
- 10.2 All Direct Debit transactions must be authorised by the Branch Secretary, and two other Branch Officers approved by the BCOM in the month the expenditure occurs.
- 13.2 All Direct Debit transactions will be examined by the Branch Secretary following the transaction and the transaction advice initialed confirming that the transaction was the same as the invoiced amount.

## 11. Approval of Fortnightly Wage Runs

- 11.1 The Finance Manager has a standing authorisation to prepare and upload for payment authorisation EFT payments for wages based on prior instructions regarding the classification and salary for each individual officer and employee as authorised by the BCOM.
- 11.2 All EFT payroll transactions must be authorised by the Branch Secretary.

## 12. Expenses initiated by individual staff members

Monitoring of these expenses is the responsibility of the Finance Manager

- Normal motor vehicles services
- Telephone
- Cabcharge
- Other expenses

## 13. Technology

13.1 HACSU maintains a technology plan with an annual budget. This includes costs for items such as upgrading computers, photocopiers, faxes and mobile phones (See Information Technology section).

13.2 The Finance Committee has the responsibility for overseeing the annual technology plan and evaluating competing bids for technology upgrades.

13.3 An officer or sector leader may make a request to the Finance Committee for a particular item to be purchased. This should be accompanied by a short written justification of the purchase.

13.4 In making a decision on competing needs the Finance Committee will base decisions on:

- organisational need not status of individuals;
- gender equity in access to technology.

13.5 All applicants will be advised on the decision of the Finance Committee as soon as practicable after the Finance Committee Meeting

## 14. Petty Cash Protocol

### 14.1 General

14.1.1 A petty cash float is maintained at the central union for small incidental work related expenditure and expenses.

14.1.2 Petty cash is paid to staff to reimburse small purchases of goods and services on behalf of the Union.

14.1.3 Claims for larger amounts (over \$100.00) should where practicable be paid to the individual via direct credit facility. This is encouraged but not mandatory.

14.1.4 Removal of petty cash on the basis of an I.O.U is not to occur.

14.1.5 Removal of petty cash on the basis of an urgent purchase of goods and services for the Union is allowed providing that the proper documentation/reconciliation is undertaken IMMEDIATELY on the employee's return to the office.

14.1.6 Under no circumstances withdrawal of cash is allowed via EFTPOS to either staff or members.

## 14.2 Claim

14.2.1 All claims must be signed by the claimant.

14.2.2 The claimant must produce a receipt for the amount claimed; if a receipt was not available or has been lost the claim should be approved and counter signed by the State Secretary or the Assistant State Secretary.

## 15. Purchasing Goods and Services

15.1 Nothing in this Clause serves to limit the application of Clauses 6 or 7 of this Policy.

15.2 The engagement of barristers and Legal Services has a standing exemption from the application of this Clause.

15.3 The following applies for the purchase of good and services:

## 16. Purchase Order Protocol

### 16.1 Credit Card expenses

All expenses placed on Company Credit card must be approved prior to purchase regardless of the value by raising a purchase order which must be signed by Branch Secretary, Assistant Branch Secretary.

### 16.2 Exceptions:

#### 16.2.1 Flights and Accommodation:

If ordered/requested by Branch Secretary, Assistant Branch Secretary then a Visa Transaction form is submitted for signature accompanied by copy of air tickets and or accommodation confirmation.

Any other expenses in relation to Flights and Accommodation must be submitted to Branch Secretary, Assistant Branch Secretary via Purchase order for authorisation.

#### 16.2.2 Kitchen/Office supplies

Purchase orders to be raised and approved by Assistant Branch Secretary

#### 16.2.3 Other expenses

Items may be purchased and paid for using other means of payment.

The authorisation protocol remains – All expenses must be approved prior to purchase regardless of the value by raising a purchase order which must be signed by Branch Secretary, Assistant Branch Secretary.

16.3 All purchase orders to be given to Finance Manager weekly for reconciliation.

## 17. Value of Purchase order protocol

### 17.1 Quotation – tender requirement

Where the amount to be expended is estimated to be	Minimum quotation/tender requirement unless exemption granted
\$5000 or less	Approval by the Assistant Branch Secretary
Between \$5001 and \$10000	At least one Quote to be obtained and approved by the Branch Secretary
More than \$10,000	Up to three quotes but at least two quotes are to be obtained and approved by both the Branch Secretary.

17.2 Exemptions from obtaining quotations may only be made by resolution of the Finance Committee or BCOM and the reasons for an exemption must be documented in the minutes.

### 17.3 Purchases from Regular or Preferred Suppliers

17.3.1 While the use of regular or preferred suppliers is an appropriate means of purchasing smaller valued goods and services (e.g. stationary supplier, provision of telecommunications and IT services, provision of insurances, etc.) It is important to recognise and manage any risks to good procurement practice which could arise from a tendency to give certain suppliers repeat business.

17.3.2 The period of any contract or arrangement will depend upon a number of factors however as a guideline such contracts and arrangements should be market tested at least every three (3) years.

17.4 The Branch Secretary must disclosure in writing to the Finance Committee the identity of service providers where such identity is material to a fair understanding of the union's finances or where a question of probity or transparency arises or is likely to arise.

## 18. Dining and Entertainment Expenses

18.1 It is recognised that from time to time it may be appropriate for Branch Officers and authorised employees to incur dining or entertainment expenses associated with conducting the business of the Branch or Union. The authorisation of the expenses shall be in accordance with the relevant clause in this Policy depending on the nature of the payment.

## 18.2 Union Business Meals

- 18.2.1 “**Union Business meals**” are meals taken with stake holders, during which a specific Branch or Union business discussion takes place.
- 18.2.2 The Branch will pay or will reimburse Branch Officers and employees for the reasonable cost of Branch or Union business meals when they are directly related to or associated with the active conduct of Branch or Union business. The amount expended on Branch or Union business meals must be reasonable, publicly defensible and not open to perceptions of excessiveness.
- 18.2.3 Business meal expenses require an itemised receipt and credit card receipt regardless of the amount and are to be acquitted in accordance with this policy.

## 18.3 Union Entertainment

- 18.3.1 “**Union Entertainment expenses**” are activities that include entertainment associated with BCOM meetings, meeting with groups of members or stake holder activities. Such expenses incurred by Branch Officers or employees are paid for or reimbursed only if they are directly related to the active conduct of Branch or Union business, or are necessary to accomplish the Branch’s or Union’s business.
- 18.3.2 Branch or Union business must be transacted or discussed immediately before, during, or immediately after the activity.
- 18.3.3 Branch or Union Entertainment expenses require an itemised receipt regardless of the amount and are to be acquitted in accordance with this policy.
- 18.3.4 The amount expended, and the nature of the expenditure, on Branch or Union entertainment must be reasonable, publicly defensible and not open to perceptions of excessiveness.

## 19. Repayment of Personal Expenditures

As a general rule the use of union funds must not be used for personal expenditure not associated with bona fide union business.

However it is recognised that there may be situations or occasions where it is difficult to reasonably separate business and personal expenditure on the same invoice.

An example is where accommodation on a trip away from home may be a mixture of work related and personal related expenses and appear on one invoice. The same may apply with items such as airport parking where a trip has a component of business and personal associated with it.

Where these circumstances arise, the following will apply:

- The Officer or employee must reimburse the Union in full as soon as the amount of personal expenditure is known and, unless it is unreasonable to do so, before

the Union incurs any actual expenses (eg before a credit card payment or invoice is paid).

- The personal expenditure must be recorded within the financial management system detailing the actual personal expenditure, the reasons for the expenditure and the date of repayment.

## 20. Expense Claims

### 20.1 Making an Expenses Claim

20.1.1 Employees are entitled to make a claim for incidental expenses associated with their duties consistent with the HACSU purchasing Policy.

20.1.2 All claims should be made on the General Claim Form

20.1.3 Claims require receipted evidence.

20.1.4 Claims will only be paid in advance where more than one night's travel is involved and only on request to Finance Manager

### 20.2 Meal and Travelling Allowance

20.2.1 All interstate and air travel involving an overnight stay must have prior approval of the State Secretary.

20.2.2 Intrastate travel involving an overnight stay must be approved by Assistant Secretary or the Lead organiser.

20.2.3 Claims for travel allowances and expenses for approved travel must be made on relevant General Claim form and be supported, where relevant, by attaching receipts and tax invoices. The Finance Manager will ensure that all General Claim Forms contain sufficient information to establish the exact nature and purpose of the expenditure and that the travel claim was approved.

20.2.4 Prior to travel claim payment being made, the State Secretary must approve such payments.

20.2.5 Where an employee anticipates that they may need to make use of a taxi while travelling on HACSU business, they are to arrange to be issued with CabCharge Taxi Voucher from the Finance Manager in advance. Where this cannot occur and a valid expense for taxi is incurred, a claim reimbursement of expenditure form with receipts attached is to be submitted for reimbursement.

20.2.6 Travel allowances are paid in accordance to the current ATO rules.

Organisers do not get paid breakfast (except in exceptional circumstances) as it should be included in the accommodation booking (accommodation rate is at a standard room as per Union's preferred providers).

- No claims for lunch are paid.

- Dinner is paid for overnight stays.
- Other reasonable incidental expenses incurred while travelling are to be submitted for reimbursement using a claim reimbursement of expenditure form with receipts attached.

## 20.3 Other Expenses

20.3.1 Employees are entitled to claim out of pocket expenses incurred as a direct result of their employment.

20.3.2 Except for routine expenditure such as car parking, etc., approval of expenditure should be obtained from the employee's immediate supervisor prior to the expenditure being incurred.

20.3.3 Out of pocket and other expenses e.g. car parking etc. are reimbursed with the submission of a claim reimbursement of expenditure form with receipts attached.

20.3.4 Rental cars

An intermediate size car is standard. Employees may upgrade at anytime at their own expense.

20.3.5 Employees must have a valid driver's licence to rent a car.

20.3.6 The purchase order protocol must be applied when renting a car.

## 20.4 Flights

20.4.1 Economy class should be booked for all domestic flights, and should be booked online as early as possible to obtain the best fare possible. When possible, non-flexible fares should be booked.

20.4.2 The purchase order protocol must be applied when booking a flight.

20.4.3 Non international flights to be booked.

## 21. Payment of claims

21.1 All claims for authorised expense reimbursement must be made in writing and be supported by receipts and tax invoices for all such expenditure.

21.2 The Finance Manager will ensure that such claims have the associated receipts and tax invoices attached and contain sufficient information to establish the exact nature and purpose of the expenditure or claim.

21.3 Prior to expenditure claim payment being made, the Branch Secretary must approve such payments by signing the claim form.

- 21.4 Expense reimbursement claims made by the Branch Secretary must be approved by the Finance Committee or BCOM prior to payment being made.
- 21.5 A copy of all claim forms that are not consistent with “Normal Operating expenditure” will be provided to each meeting of the Finance Committee.

## 22. Monthly Accounts

22.1 The Branch Secretary is to arrange for monthly accounts and reports to be prepared by the Finance Manager. These reports are to be reviewed by the Branch Secretary and the Finance Committee. The Finance Committee will receive and review the financial reports at each meeting

22.2 The monthly accounts and reports to be presented to the Finance, Audit and Compliance Committee must include:

- Balance Sheet
- Profit & Loss (Cash) Report
- Profit & Loss (Budget) Report
- Debtors Report
- Creditors Report
- Payments Report
- Cash Balance Report
- Mortgage
- Resources
- Debtors-Membership
- Bank Reconciliations Report
- Monthly Bank Statement
- Monthly Credit Card Statements and Reconciliations
- Monthly credit card Statement

## 23. Loans, Donations and Sponsorship

All loans and donations must be approved by resolution of the BCOM prior to the expenditure or commitment to the expenditure.

Sponsorships aimed at promoting the union in its areas of membership may be approved by the Branch secretary up to a maximum of \$5,000. All sponsorship must be reported to the next meeting of the BCOM.

## 24. Annual Operating Budget

The Finance Committee, in consultation with the Branch Secretary, shall be responsible for developing a budget for the Branch which should be submitted to the BCOM for adoption by April each year. Once approved, expenditure consistent with the budget constitutes “Normal Operating Expenses” and, unless provided for in the rules or in this policy, the Branch Secretary may expend or approve expenditure in line with the budget allocations.

## 25. Income Management

## 25.1 Income from Union Dues

25.1.1 Cheques and Payment authorities (via invoices) received for union dues must be processed and recorded on the Daily Income Summary by administration staff. All cheques and cash received must be banked by the Finance Manager and all payments must be recorded and receipted

25.1.2 Direct debits runs are conducted from those member's that have provided authority for HACSU to do so. There are fortnightly, four weekly, quarterly, six monthly and yearly debit and credit card runs as well as the sending out of invoices to members that are not on the direct debit run. All payments are then recorded and receipted in the membership database by the Membership Officer via Kudos

The Membership Officer will generate the bank file from the membership database and import into Bank of Melbourne.

## 25.2 Income from the Sale of Movie Tickets, Gift Cards and Merchandise

25.2.1 Income received for movie tickets, Gift Cards and Merchandise will be receipted by administration staff and recorded on the Daily Income Forms. The finance manager will reconcile all the funds on the next day and balance the Movie Tickets as well as the Gift Cards on the Stock Control spreadsheet. This reconciliation is normally done daily or weekly if required. The merchandise also needs to be entered.

The finance manager will then deposit any cash or cheques on either a daily or weekly basis

## 25.3 Income from Other Miscellaneous payments

Other income and reimbursements received is receipted by administration staff through and information forwarded to the Finance and Accounts Manager to apply against outstanding invoice in accounting system.

## 25.4 Income by Credit Card Transactions

All credit card transactions must have an authority form filled out and signed, indicating the amount to be debited, what the transaction is for, the member's name and signature. On completion of transaction the authority form and the merchant copy printout from the EFTPOS machine must be provided to the Finance Manager.

## 25.5 Banking of Income Receipts

25.5.1 All cash and cheques will be deposited into the HACSU operating bank account on a weekly basis.

25.5.2 A deposit summary will be completed and filed, listing the total money deposited

for each type of payment (i.e. union dues, movie tickets etc.), with any supporting paper work attached. Once deposited, the deposit summary and all supporting paperwork is to be provided to the Finance and Accounts Manager for filing.

## 26. Keeping of Financial Records

- 26.1 It is the responsibility of the Branch Secretary to ensure that all records regarding financial transactions, including records evidencing authorisation of those transactions and including MYOB data files, are retained for 7 years as required by subsection 252(5) of the Act.
- 26.2 The Branch Secretary will ensure that all records of financial transactions, including records evidencing authorisation of those transactions in accordance with the Financial Management Policy and Procedures, be kept and electronically archived and backed up each month.
- 26.3 The Branch Secretary will ensure that the Branch Auditor is provided with a copy of the completed MYOB data file, other financial records sufficient for the Branch Auditor to be able to compile a General Purpose Financial Report, and other reports, in accordance with the requirements of the Act. This information must be supplied within four weeks of the end of the financial year.

## 27. Compliance and Review of this Policy

- 27.1 A substantial or repeated breach of this policy by a Branch Officer or employee covered by the scope of this policy will be deemed to be a disciplinary offence, in the case of an employee, or misconduct under the rules of the Union, in the case of a Branch Officer.
- 27.2 By June each year, the Finance Committee will undertake a review of the operation of this Policy and Procedures to ensure that the policy is adequately regulating the financial governance of the Branch and that the policy is being fully complied with and report the findings of the review to the BCOM.
- 27.3 The Finance Committee and the BCOM will each have a standing 'Governance Issues' agenda item for each meeting to provide a regular forum for the discussion of Branch governance issues.
- 27.4 The Branch Secretary will ensure that all relevant policies and procedures are made available to Branch Officers and employees and that appropriate training (including an induction process) is offered to ensure they understand the Branch's financial policies and procedures and their own responsibilities.

**END**