

SANDAS FINANCE POLICY

PURPOSE:

This policy identifies and describes the principles which guide SANDAS in the area of finances.

Sound financial management across all operational areas is key to the ongoing effectiveness and viability of SANDAS, allowing the organisation to continue to provide support to the AOD sector. As a not-for-profit organisation, SANDAS is committed to:

1. Ethical and transparent **financial management**.
2. **Compliance** with legislative, quality and contractual financial requirements and standards of practice.
3. Ensuring that all finances are directed toward the achievement of **organisational goals**.

POLICY STATEMENT:

1. Financial Management

SANDAS utilises "Mind Your Own Business" (MYOB) software to manage organisational finances, in accordance with the [SANDAS MYOB Operating Procedure](#).

Appropriate checks and balances are built into SANDAS' operational processes to ensure financial accountability and sustainability and to guard against inappropriate use of funds. These include:

- *Budget management*

The development, implementation and management of organisational budgets underpins the financial health of the organisation. Income forecasts are realistic and expenditure estimates are based on operational requirements. This process is guided by the [SANDAS Budget Procedure](#).

- *Appropriate authorisation*

The [SANDAS Delegations Procedure](#) and [SANDAS Delegations of Authority Schedule](#) identifies those who are authorised to act on SANDAS' behalf in regards to:

- Budget sign-off
- Payment of salaries and accounts
- Acceptance of service contracts
- Financial commitments (e.g. leases, employment contracts, service contracts)
- Purchasing
- Asset disposal
- Operation of financial accounts

The current Executive Officer is the designated owner of the MYOB file. Ownership will pass to a new EO on their appointment.

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- *Purchasing*

SANDAS ensures that purchases, whether subcontracted services or goods which are related to the organisations service provision, conform to the organisation's requirements.

Suppliers are initially assessed to ensure they can meet these requirements, including workplace safety considerations. Records of the results of these evaluations are maintained where necessary.

SANDAS verifies that the purchased goods and services meet specified purchase requirement. The process of acquiring goods and/or services is outlined in the [SANDAS Purchasing Procedure](#). Use of credit cards is guided by the [SANDAS Corporate Credit Card Procedure](#). Whilst SANDAS deals with minimal quantities of cash, the [SANDAS Petty Cash Procedure](#), [SANDAS Cash Advances Procedure](#) and [SANDAS Banking Procedure](#) describe cash handling practices. The SANDAS Expense Reimbursement Procedure outlines the process for staff/Board members to be reimbursed for appropriately authorised purchases made on behalf of SANDAS. Whilst the EO and staff have delegated authority to acquit funds as per the Delegations of Authority Schedule, all acquittals are subject to compliance with policies and procedures. When purchasing items or contracting a new supplier outside the Delegations of Authority, the signatures of two members of the Executive Committee are required. Where a person has acquitted funds outside their remit, these amounts will not be reimbursed and where payments have been made by the organisation, these funds may be recovered.

- *Sales*

SANDAS sales take the form of registration for membership and various events. No items or materials are sold. Payment is received either:

- Via the SANDAS website, as per the [SANDAS PayPal Procedure](#)
- By cheque, bank transfer or credit card, as per the [SANDAS Sales Procedure](#)

- *Asset Management*

The acquisition, retention and disposal of assets is managed in accordance with the SANDAS Asset Register Procedure.

- *Meeting Financial Obligations*

SANDAS endeavours to meet all financial obligations within agreed timeframes. This includes

- Creditors – invoices will be paid within the period specified by the provider, as per the [SANDAS Purchasing Procedure](#)
- Salaries – are paid promptly on a fortnightly cycle, in accordance with the [SANDAS Payroll Procedure](#)

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- Refunds will be made in accordance with the [SANDAS Refund Policy](#), which is displayed on the SANDAS website.

2. Compliance

SANDAS is obliged to meet various legislative and contractual financial requirements, as identified in the [SANDAS Legislation and Standards Register](#) and the [SANDAS Integrated Gantt Chart](#).

SANDAS is also committed to maintaining quality accreditation, which requires the establishment, maintenance and continual improvement of business processes across all operational areas, including finance, as per the [SANDAS Quality Policy](#).

Financial reporting, guided by the [SANDAS Financial Reporting Procedure](#) and the [SANDAS Acquittals Procedure](#), is undertaken at requisite intervals and includes:

- Monthly Budget Analysis
- Finance Reports for Board and Executive Meetings
- State Acquittals
- Federal Acquittals
- GST Reporting
- End of Year Reports

Financial auditing is undertaken annually by a qualified, independent firm of accountants and published as part of the SANDAS Annual Report. This process is guided by the [SANDAS Financial Audit Procedure](#).

3. Organisational Goals

The Board and the Executive Officer provide leadership around the prioritisation of funds, having regard for the current Strategic and Operational Plans, to ensure that expenditure reflects the priorities and goals of the organisation.

Annual budgets are developed in line with the [SANDAS Budget Procedure](#), which calls for input from key stakeholders in order to identify budget needs.

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LEGISLATION & STANDARDS:

- [Superannuation Guarantee \(Administration\) Act 1992](#)
- [Superannuation Guarantee \(Administration\) Amendment Act 2015](#)
- [Payroll Tax Act 2009](#)
- [Income Tax Assessment Act 1997](#)
- [Charities Act 2013](#)
- ISO9001:2015

DEFINITIONS/REFERENCES

- [SANDAS Acquittals Procedure](#)
- SANDAS Asset Register Procedure (*in draft*)
- [SANDAS Banking Procedure](#)
- [SANDAS Budget Procedure](#) (*in draft*)
- [SANDAS Cash Advances Procedure](#)
- [SANDAS Contract, Project and Activities Register.](#)
- [SANDAS Corporate Credit Card Procedure](#)
- [SANDAS Delegations Procedure](#)
- [SANDAS Delegations of Authority Schedule](#)
- [SANDAS Event Management Procedure](#)
- SANDAS Expense Reimbursement Procedure (*in draft*)
- [SANDAS Financial Audit Procedure](#)
- [SANDAS Financial Reporting Procedure,](#)
- [SANDAS MYOB Operating Procedure.](#)
- [SANDAS PayPal Procedure](#)
- [SANDAS Payroll Procedure](#)
- [SANDAS Petty Cash Procedure,](#)
- [SANDAS Purchasing Procedure.](#)
- [SANDAS Quality Policy](#)
- [SANDAS Sales Procedure](#)

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Signature: 

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