

NORTH STEYNE SURF LIFE SAVING CLUB

TREASURY POLICY

1 PURPOSE

This Policy sets out requirements with respect to planning, spending, and reporting on NSSLSC finances.

2 SCOPE

This Policy applies to Members and to paid employees including contractors.

3 PLANNING REQUIREMENTS

- a. The Board shall approve a Budget prior to each patrol season. The Budget will include:
 - i. planned revenue phased monthly;
 - ii. planned expenses phased monthly, by section;
 - iii. capital expenditure of the Financial Year; and
 - iv. a cash flow projection based on estimated revenue and the above spend.
- b. Each Director shall ensure their expenditure remains within the Budget, unless approved otherwise by the Board. Directors should also work collectively to ensure total NSSLSC profit & loss remains within the total budgeted amount.
- c. Each Board meeting, the Treasurer will report all bills paid since the previous report.

4 APPROVALS

- a. For all expenditure items or contracts with a total value of **\$1,000 or greater**, the proposer must obtain at least two competitive written quotes before seeking approval.
- b. All expenditure is required to be approved per below, where values refer to the total cost of an item or service, regardless of whether payments are split or totalled:

SPEND TYPE	VALUE THRESHOLD	BUDGETED	UNBUDGETED
Expenses including Capital Expenditure	Under \$200	Officer OR Director OR Assistant Director	Director
	\$200 to under \$500	Director OR Assistant Director	Treasurer OR President
	\$500 to under \$1,000	Director	Board
	\$1,000 to under \$5000	Director & Treasurer	Board
	\$5,000 or greater	Board	Board

5 PAYMENTS

- a. NSSLSC employs an Office Administrator whose responsibilities include day-to-day operation of NSSLSC's purchasing and payments.
- b. A person receiving a tax invoice from a supplier for approved expenditure should be sent to the Office Administrator for payment.
- c. In rare cases that the person pays themselves and needs to claim reimbursement, they must present a tax invoice and proof of payment.
- d. NSSLSC operates the following principles for segregation of duties:

- i. All payment runs require two authorisations from endorsed bank signatories;
- ii. No Director may authorise expenditure to themselves or a business in which they or an immediate family member are an owner or part-owner as supplier without approval of the Board;
- iii. In cases where reimbursement or payment is required to be made to an approver listed under 4(b) above, a secondary approver must first authorise this payment. For example, if a reimbursement needs to be made to the Treasurer, this payment should be approved by the President or the Assistant Treasurer rather than the Treasurer.

6 INCOME REPORTING REQUIRMENTS

- a. It is the responsibility of the Grants Officer to provide the President and Secretary a summary of each grant applied for prior to submission.
- b. At each Board meeting, the Treasurer will report a list of funds received since the previous report to allow questioning. Accrued income will be recognised once a grant has supporting evidence to provide assurance over the payments of the funds.

7 ENTITY FINANCIAL REPORTING

- a. NSSLSC's financial reporting is prepared on an accrual basis and are based on historic costs.
- b. Regular updates are provided to the Board. Audited financial statements are published in NSSLSC's Annual Report and made available to Members at the AGM.
- c. Inventory is reported for stock related to barbeques, the bar, clothing, and merchandising. Inventory is valued at the lower of cost and net realisable value. Over the years, NSSLSC has collected considerable memorabilia; these are fully depreciated and therefore not ascribed any book value. All other incidental inventory (e.g. first aid consumables) are expensed on purchase.
- d. Fixed Assets reporting:
 - i. Only assets valued at **\$500 or greater** should be capitalised;
 - ii. Depreciation will be applied on a straight-line basis by useful life:

ASSET TYPE	EXAMPLES	OWNER	USEFUL LIFE
BBQ and Bar	<i>Beer taps, fridges, BBQs</i>	General Activities Director	5 years
Board and Ski	<i>Racing boards, racing skis, nipper boards</i>	Surf Sports Director	10 years
Gymnasium	<i>Weights and machines</i>	Surf Sports Director	10 years
IRBs and Motors	<i>IRB hulls, motors, trailer, buoys</i>	Club Captain	5 years
IT / Entertainment	<i>Computers, Printers, TVs</i>	Secretary	3 years
Lifesaving Equipment	<i>Rescue boards, oxy/defibs, manikins</i>	Club Captain	4 years
Furniture and Fixtures	<i>Lockers, Office furniture, Club room furniture</i>	Treasurer	10 years
Surfboats	<i>Boats, oars, trailers</i>	Surf Sports Director	7 years

- e. NSSLSC appoints an Honorary Auditor each Financial Year. The Honorary Auditor provides independent assurance that the financial reports are a true and fair record of NSSLSC's financial performance and position and that the reporting complies with relevant accounting standards. No gifts and entertainment should be offered to, or accepted from, the Honorary Auditor or their business practice without prior written approval from the Treasurer.