

6.8	EXPENDITURE OF FUNDS
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Applies to: Office Manager, HECIS Co-Ordinator,
Specific responsibility: Office Manager, HECIS Co-Ordinator

Version: 1
Date approved: 5.8.2014
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

Specific procedures for administration and approvals apply to the expenditure of funds. HECIS makes use of the following methods to make payments:

- Petty cash
- Cheques
- Electronic Funds Transfers (EFT) (including BPay payments)
- EFT payroll payments

PROCEDURES

Petty Cash

Staff may claim reimbursements for approved expenses. A petty cash float of \$100 is maintained by the Office Manager who is responsible for balancing and replenishing the float as necessary.

To make a claim for reimbursement:

- The claimants should submit a petty cash claim it with receipts to the Office Manager. If the claimant is unable to provide a receipt, an expense claim form/petty cash voucher should be completed stating the amount to be claimed, the nature of the expense and date incurred.
- Reimbursement will be paid cash, cheque or EFT transfer.

Cheques and Electronic Funds Transfers (EFT)

Two authorised signatories are required for all cheques and electronic fund transfers. The HECIS Co-Ordinator is responsible for ensuring that documentation approving a cheque or an electronic transfer is correct and that approvals from the relevant delegated person have been documented.

Those authorised to sign cheques and approve electronic transfers and authorise other security information for bank accounts, on behalf of HECIS are:

- Elected by the Management Committee (at the AGM, or at other times as required).

The Office Manager is responsible for ensuring cheque/EFT signatory information with banking institutions is up to date.

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Payments by cheque:

- Requests for payment of an invoice or account are submitted to the Office Manager accompanied by the invoice or other documentation.
- Cheques are prepared by the Office Manager and then submitted to the HECIS Co-Ordinator for approval prior to a cheque being prepared for the authorised signatories to complete.

Payments by EFT:

- EFT transactions are made via COMM Bank Netcom online facility.
- Requests for payment of an invoice or account are submitted to the Office Manager.
- EFT transactions are set up by the Office Manager notify the HECIS Co-Ordinator for approval of pending payments
- The authorised signatories are responsible for authorising and processing EFT payments within their financial delegations

Payroll and superannuation

The HECIS Co-Ordinator is authorised to approve the regular payment of staff salaries and superannuation payments.

The payroll is processed on a fortnightly basis. All staff are required to complete a timesheet in the sign-on book for each day of work from which the Office Manager will prepare the payroll payments.

The Office Manager is responsible for:

- entering details onto the payroll system
- submitting the payroll to the HECIS Co-Ordinator for authorisation
- processing the payroll, making payments to staff and issuing pay advice slips
- preparing the quarterly statement of superannuation payments and submitting these to the HECIS Co-Ordinator for authorisation
- processing superannuation payments to staff accounts and including these in the pay advice slips.

PAYG and GST payments

HECIS Co-Ordinator is authorised to approve PAYG, GST and other BAS/IAS related payments.

The Office Manager is responsible for:

- preparing the BAS/IAS
- submitting the required payment request the HECIS Co-Ordinator for authorisation
- processing the payment to the Australian Taxation Office

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	Staff Timesheets (Sign On Book) Expenses claim form/Petty Cash Claim voucher

HECIS: Expenditure of Funds

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	15.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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