

Bethany Care Ltd
Financial Delegation
Policy & Procedure 20

“to ensure appropriate financial delegations are in place”.

| Document Review Details | |
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Financial Delegation

1. Object & Field of Application

- 1.1 This document details the process Bethany Care Ltd (BCL) uses to ensure appropriate financial delegations are in place. It has also been designed to ensure appropriate internal controls are in place to prevent misuse or misappropriation of funds.

2. Legislation

- 2.1 *Disability Services Regulation 2006 (Qld)*

3. Policy Statement

- 3.1. Clear processes, authorisation and accountability will govern expenditure of Bethany Care Limited. The expenditure will comply with Board, management and legislative requirements.

4. Delegation Limits

- The Service Manager has the delegated authority to expend approved budgets, up to \$15,000 per transaction.
- The Board must approve all expenditure over \$500, prior to spending, either through the approval of a budget or an additional expenditure request.
- Any expense items not reflected in the budget must be presented to the Board Executive for approval prior to spending. For urgent, non-budgeted expenditure, the Service Manager must seek approval by telephone or email from Board members.
- Expenditure over \$200 which does not require approval by the Board include the following operational costs: Wages and On Costs, inter-company transfers, travel costs, staff advertising, insurance costs, audit, printing, rent, phone and computer costs, postage. These items must be approved by the Service Manager
- Approval from the Board is required for new or amended budgets, prior to spending.

5. Signing of cheques

- Two cheque signatories are required to check, authorise and sign each expenditure request.
- The primary signatories will be from existing Board members. The primary signatory is to sign on the left hand side of the cheque. The primary signatory will be held accountable for approving the issuing of a cheque. The secondary signatory is responsible for ensuring that approval has been given by the primary signatory.
- The Service Manager is to give approval for the signing of each cheque via the pre approval of a cheque request form, via fax, email or phone approval.
- The recipient of a cheque cannot approve and sign that cheque. Two other signatories are to process and sign the cheque.
- Cheques are to be authorised and signed, only if a valid tax invoice is attached and proper processes adhered to.
- The Board can approve amendments to current cheque signatories.

6. Cheque security

- There is currently one bank account operated by Bethany Care.
- All chequebooks are to be kept in a secure and locked place at all times and access is limited to the Administration Officer.
- Each cheque is to be marked "Not negotiable" except for Cash Cheques.
- Cash cheques are to be kept in a secure and locked place by the Administration officer at all times.
- The Board must approve all new requests for bank accounts.

7. Payment of Incoming Invoices

- The Administration Officer is responsible for adhering to the financial processes, when paying incoming invoices.
- The Service Manager will oversee and monitor incoming invoices to ensure the expenses are within budget and processed correctly by the Administration Officer and authorisation relevant to the cost.

8. Financial Records

- All transactions are to be recorded in MYOB accounting software and appropriately categorised utilising the chart of accounts.
- Monthly reports are to be generated showing income and expenditure, balance sheet, and cash flow.
- Annual reports are to be produced in conjunction with the accountant and auditor showing income and expenditure, balance sheet, and cash flow.

END