

# **LIMITATION OF FINANCIAL AUTHORITY & EXPENDITURE POLICY – 2018 SEASON**

This document must be read and signed by any member of the Cumberland Gang Show who is involved in the purchasing of goods and services or collecting revenue.




These rules are required to bring the Gang Show into line with the Scout Association of Australia regulations for accountability of financial transactions and to assist in preparation of monthly and annual financial reports.

## **RULES**


- 1 All persons assigned financial responsibilities are to be identified on a list held by the Financial Director at the commencement of each Gang Show year. Each Director is to nominate team members authorised to purchase items on behalf of Cumberland Gang Show. No reimbursement will be made to any person not on the register or who has not signed the acceptance of these Limits of Financial Authority, unless the payment is requested by the Director
- 2 Each person collecting money for any Gang Show event is to complete the appropriately approved financial document associated with the activity.
- 3 Each activity will have directions regarding the processing of documentation and money collected.
- 4 All documentation and money are to be forwarded to the Financial Director within 48 hours of the event taking place.
- 5 EFT transactions are to be made using the Gang Show Imprest Account. No payments are to be made directly to Scouts Australia Branch Account. EFT payments from cast and crew are only to be used for Fee and Shirt Payments.
- 6 The use of Gang Show property to gain financial or service benefits must be declared on each occasion. Financial gain must be recorded in the Gang Show accounts. Any service benefits such as advertising, use of equipment, etc. must also be declared and entered on a register held by the Financial Director.
- 7 Where required, a receipt must be issued for each transaction. All receipts are to be issued by the person authorised to collect the funds. Receipt books are available from the Financial Director and, unless directed otherwise only receipt books issued by the Financial Director are to be used.
- 8 All moneys forwarded to the Financial Director for deposit shall have a receipt issued. The receipt will be issued in the name of the person collecting the funds and will be for the total amount received.
- 9 All moneys received for any event are to be processed by the Financial Director. Where an advance of funds is required a debit card is to be issued.
- 10 All cheque payments are to be issued by the Financial Director.
- 11 All invoices for purchases of greater than \$500 are to be forwarded to the Financial Director. These will then be processed by Scouts Australia (Branch) directly. If there is a supplier requirement for direct payment this must be discussed with the Financial Director before any payment is made.
- 12 Payment will only be made against invoices or receipts and only after such payments have been approved by the relevant Departmental Director. For such approval an Expenditure Claim Record must be used.

- 13 Requests for payment or reimbursement must be supported by a complete set of receipts and/or invoices.
- 14 For an expense to be reimbursed it must be a legitimate expense related to Gang Show and must state the specific nature of the purchase and/or its service / use. Legitimate expenses are where there is: a) a specific budget allocation or b) an expense of a miscellaneous nature that can be clearly associated with the current show requirements. The purchase of items for individual or team use such as tea, coffee, biscuits, lollies etc will not be reimbursed. Unless expressly approved by the director travelling allowances such as petrol costs will not be reimbursed.
- 15 All payments need to be reimbursed to Gang Show by the Branch Office of Scouts Australia, as such it is essential all payments have a tax invoice/receipt attached that clearly describes what the payment is for. Statements cannot be used for payments
- 16 When a number of transactions are to be claimed they are to be itemised on a Gang Show Payment Multiple Claims Document.
- 17 Where a debit card is issued a full reconciliation of receipts will be required for any previous advances before additional money will be approved. Furthermore, it is required that all receipts be forwarded once a month to enable accurate and up to date reconciliation of the Gang Show accounts. Only the person who has been issued the card is to use it. The use of a debit card is not transferable.
- 18 Tax invoices that are issued by members of the Gang or by companies in which a member of the Gang may have a financial interest must: a) Contain a full description of the goods or services provided and b) be authorised by the relevant Team Director responsible for the payment. Where the payment is made to the person initiating the invoice a Scouts Australia Conflict of Interest form may need to be completed.
- 19 The Gang Show financial year finishes on the 31st August. All requests for payment must be forwarded to the Financial Director by that date. Failure to comply with this requirement may result in the claim not being reimbursed. Any uncashed cheques will be cancelled after 1st April each year. (The start of the new Scout Financial Year)
- 20 Under no circumstances is money to be used from one event to finance any other event. All income and expenditure must be declared independently.
- 21 Individual purchases are managed by Department Directors within their allocated budget. Any agreements that oblige the Cumberland Gang Show to use a particular supplier must be approved by the Board before any commitment either verbal or in writing is made. Scouts Australia Regulations on obtaining quotations must be followed at all times, currently for purchasers above \$5,000 (exc GST).
- 22 Departmental Directors have the absolute authority to delegate purchasing rights to members of their team. Unless specific approval is given, all purchases need to be approved by the Director before any payment is made.

**SIGNED TO INDICATE THAT THE PERSON NAMED HAS READ THE  
'LIMITATIONS OF FINANCIAL AUTHORITY AND EXPENDITURE POLICY' 2018 SEASON  
AND AGREES TO COMPLY WITH ITS DIRECTIONS.**

Name			
Directorate			
Position			
Signature		Date	

**Endorsed by Department Director**

Name			
Position			
Signature		Date	

After signing, please return this page to your Department Director.

Please keep a copy of this policy for your reference.

Policy approved by the Cumberland Gang Show Management Board: 2/11/2017