



By-Law 4

Financial Management

Detail

The ASIEQ Constitution and Rules state under section 33 Funds and Accounts:

- (1) The funds of the association may be derived from annual membership subscriptions, donations, fund-raising activities, grants, interest and other sources approved by the executive committee.
- (2) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the executive committee.
- (3) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (4) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (5) All payments of the association will be made by Electronic Funds Transfer and must be approved by any two (2) of the following:
 - (a) the President;
 - (b) the secretary;
 - (c) the treasurer;
 - (d) another member representative authorised by the executive committee for the purpose.
- (6) All expenditure must be approved by the executive committee.
- (7) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -
 - (a) the income and expenditure for the financial year just ended;
 - (b) the association's assets and liabilities at the close of the year;

- (c) the mortgages, charges and securities affecting the property of the association at the close of the year.
- (8) The auditor must examine the statement prepared under subsection (7) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- (9) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

In addition to the information above, section 35 states that:

The financial year of the association closes on 30 September each year.

Annual Operational Budget

A draft budget must be prepared by the Treasurer for submission at the Annual General Meeting. The budget should be approved by the executive committee at its first meeting following the annual general meeting.

The Budget should clearly outline the amount of money held by the Association as at close of business 30th September and should include:

- Anticipated annual membership income based on invoices issued prior to 30th September.
- Outstanding cost incurred prior to 30th September where invoices are outstanding
- Details of any payment made to the 15th October
- Estimate of operation costs of the Association that are normally incurred from 1st October to 30th September each year. These may include but are not limited to:-
 - Public Liability Insurance
 - Bank Fees
 - Accounting and Audit Fees
 - Membership Fees (for example: PIEF)
 - Secretariat Fees
 - Printing
 - Website Hosting
- Estimates of any costs for activities, events or services that have been instigated or committed to by the current Executive that will fall due after the new Executive takes office.
- Estimates of any income that is anticipated from sponsorship or events. e.g. Website Sponsorship run from 1st January to 31st December each year with invoices to be issued by 15th December each year.

This document should be table as part of the Annual Report to demonstrate the operational position of the association and provide a clear position in regards to the anticipated running costs of the association in the financial year.

Once the budget is approved, approval does not need to be sought for each individual transaction that falls within the budget.

Quarterly Review of Operational Budget

The Executive committee should conduct quarterly reviews of the Operational Budget and report progress of the Associations financial position having regards to the Operational Budget at each General Meeting. The report should outline progress and include details of any new income or expenditure since the last report.

Financial Management

ASIEQ is currently registered for Goods and Services Tax (GST), reporting quarterly and on a cash basis.

ASIEQ is using Xero, a cloud basis system, as its financial management tool. Access will be given to the Treasurer to view all financial transactions. The Treasurer will work with the Secretariat to ensure it is managed according to the [Australian Accounting Standards](#). All transactions are to be reconciled prior to any reports being run.

A hard copy of all invoices along with a report from Westpac detailing the signatures must be kept and can be done so by the Secretariat. This will be used to support the Audit process.

Banking and Signatories

ASIEQ currently bank with Westpac and hold two accounts – an operating account and an investment account.

All transactions will be done via electronic banking.

All transactions must be signed by two (2) of the executive committee as listed in the Constitution and Rules. Signatories are responsible for reviewing and authorising the payments within 5 days.

The immediate past Treasurer may be required to complete the required forms with Westpac to establish the new executive committee as signatories as these forms will need to be signed by two current signatories.

Requests and approval of expenditure

The Treasurer may from time to time receive a request or budget for expenditure from a sub committee. The Treasurer should review the request and forward to the executive committee with a recommendation. The request should outline whether or not the expenditure has been allocated in the operational budget and if not, whether there is sufficient funds to allow for payment.

Suppliers should be selected on price, quality of work and timeliness of work.

Approved payment requests should be sent to the Secretariat for processing. Payments will only be processed on receipt of an [approved tax invoice or receipt](#) as outlined by the Australian Taxation Office. The expense should be entered into the Xero system and the Westpac system for payment. Once the payment has been entered into Westpac, the Secretariat should forward an email to the Treasurer who will review and arrange for electronic approval by the signatories.

All invoices should be paid within the terms of the invoice to avoid any late payment fees.

The Executive Committee must provide clear guidance to Working Groups & Subcommittees to ensure tasks or projects are coordinated within budget.

Payments to ASIEQ

Payment can be made to ASIEQ via electronic funds transfer, cheque or credit card. A credit card surcharge may be charged to cover any merchant fees involved with the processing of a credit card payment. Payments by cash will not be accepted.

Statutory Financial Reporting

The Treasurer will work in conjunction with the Secretariat to ensure the following items are lodged within the required timeframes:

- Quarterly Business Activity Statements
- Annual Income Tax Return
- Annual Audit report to the Annual General Meeting
- Annual Audit report to the Office of Fair Trading (Queensland)
- Annual update of Signatories with Westpac

The Treasurer must ensure that those performing the work above have the relevant qualifications and endorsements to do so (ie: registered BAS agent and/or Certified Practising Accounting).