



ANZSLA FINANCIAL PROCEDURES MANUAL

Policy Statement

- 1.1 In keeping with the primary and subsidiary purposes as set out in the Constitution, ANZSLA is committed to providing for its members a professionally managed and financially secure organisation which shall be achieved through the adoption and implementation of sound financial and investment policies.
- 1.2 The Director of Finance is responsible for the financial affairs of the Association and, as such, for preparing financial reports and statements for the Board and the Association in accordance with legal requirements, generally accepted accounting principles and all applicable policies of the Board as prescribed by ANZSLA Governance Policy.

1. Responsibility for Application of Policy

2.1 The Director of Finance

- 2.1.1 The Director of Finance is the Director primarily responsible for preparation and observance of a finance procedures manual defining the Board's policies in regard to all financial matters consisting of:
 - 2.1.1.1 the system of internal control and management of financial risk; and
 - 2.1.1.2 the financial reporting process;including, but not limited to:
 - 2.1.1.3 ensuring that nothing is done, or authorised to be done, that could in any way cause financial harm or threaten the Association's financial integrity;
 - 2.1.1.4 not allowing or causing the Association's investment assets to be invested in a manner that threatens its financial security;
 - 2.1.1.5 ensuring that the Association's funds are used and liabilities accepted only for the furtherance of Board approved purposes and priorities; and
 - 2.1.1.6 funds are only expended that have been received in the financial year unless offset by Board approved borrowings or Board approved withdrawals from reserves; and
 - 2.1.1.7 ensuring that annual financial performance is at a surplus.
- 2.1.2 Without limiting the obligations under the preceding paragraph, the Director of Finance must implement a regime by which:
 - 2.1.2.1 only authorised persons are permitted to handle cash, execute cheques and access the Association's bank accounts;

- 2.1.2.2 there is proper accounting of the receipt and disbursement of all funds;
 - 2.1.2.3 each annual Conference Organising Committee (“COC”) prepare a budget and forwards it to the Director of Finance for initial consideration to ensure that the conference will not incur a loss and having been so satisfied shall forward it with his/her recommendation on to the Board for consideration;
 - 2.1.2.4 funds are deposited only in Board approved financial institutions but that at all times as a matter of principle and policy that the ANZSLA Cheque Account should retain at least the equal of two years’ operating expenses and that surplus funds should be invested in those financial institutions determined by the Director of Finance that will provide the highest interest possible consistent with security of investment and capital growth and shall be reviewed every six months by the Board;
 - 2.1.2.5 there is an annual review of the Association’s membership categories and fees done in conjunction with the EM;
 - 2.1.2.6 there is an annual review of the financial performance of the Association with the EM;
 - 2.1.2.7 potential new revenue sources may be secured; and
 - 2.1.2.8 the auditing of the Association's accounts and financial statements are audited annually by an independent Board appointed auditor.
- 2.1.3 **Financial reports** must, as a minimum:
- 2.1.3.1 make significant trends clear;
 - 2.1.3.2 provide data relevant to agreed benchmarks and Board agreed measures;
 - 2.1.3.3 compare actual year to date financial performance against the Board approved budget (both item by item and globally);and
 - 2.1.3.4 provide additional financial data as determined by the Board from time to time.

2.2 The Executive Manager

- 2.2.1 As part of the role of the Executive Manager under the ANZSLA prescribed Governance Policy , the Executive Manager shall:
 - 2.2.1.1 observe and ensure the observance of all requirements under the finance procedures manual and report to and liaise with the Director of Finance in respect of all financial matters.
- 2.2.2 The Executive Manager shall be responsible for the receipt of all income and the payment of all expenses that are directly related to the day to day activities of ANZSLA in accordance with the finance procedures set out hereunder.
- 2.2.3 The Executive Manager shall be responsible for the issuing and keeping of all receipts or tax invoices, as the case may be, for all income received and expenses incurred.

2.3 Conference Organising Committee

- 2.3.1 Pursuant to Rule 20.2(a) there shall be a Conference Organising Committee (COC) formed each year which shall include the Director of Finance or his or her nominee
- 2.3.2 For the purposes of ANZSLA financial reporting requirements, the COC shall operate a separate set of accounts for each annual conference, which shall appear as a one line entry in the ANZSLA Balance Sheet.
- 2.3.3 Notwithstanding that the COC Accounts are separate to the ANZSLA Accounts, the COC Accounts must comply with the ANZSLA finance procedures policy for income and expenses.
- 2.3.4 Where the Association's annual conference is held in Australia, moneys received are to be deposited in the current Australian ANZSLA Cheque Account. Where the conference is held in New Zealand, then the current ANZSLA New Zealand Cheque Account with the National Bank New Zealand must be operated, with accounts maintained and audited at the end of the conference by an accountant in New Zealand to ensure they comply with all New Zealand taxation requirements.
- 2.3.5 All sponsorship of the conference must be documented in a written agreement clearly outlining the sponsorship amount, the benefits to be provided to the sponsor and all other commitments by one to the other. These benefits and commitments must be limited to the conference. Copies of the all executed sponsorship agreements are to be provided to the Secretary within 14 days of being executed.
- 2.3.6 Conference speakers who are members of ANZSLA and who will be attending the conference will be required to pay the registration fee. Speakers who are not ANZSLA members are not required to pay a registration fee to attend the conference.

2.4 Function Organisers

- 2.4.1 While ANZSLA has no direct control over ANZSLA endorsed functions, ANZSLA is committed to promoting the dissemination and exchange of information concerning sport and the law and to achieve that aim will make available a subsidy towards endorsed functions where applicable.
- 2.4.2 Where endorsement of functions has been approved, the successful organiser may make application to the Board through the Executive Manager for a one-off amount of up to \$600.
- 2.4.3 Approved funding will only be provided upon receipt of invoices for expenditure incurred and which are in accordance with ANZSLA Financial Policy setting out details of what the expenditure was on, the amount and date of the expenditure.
- 2.4.4 By way of a guide, the ANZSLA Function Hosting Policy sets out details as to what items are eligible for funding and what items are not.

3.0 Guidelines as to Authorisation and Payment of Supplier Invoices Attached

4.0 Guidelines as to Receipt of Income attached

ADOPTED BY BOARD 14/05/07

TITLE:	AUTHORISATION & PAYMENT OF SUPPLIER INVOICES
RESPONSIBILITY OF:	Director of Finance
FREQUENCY:	Prior to payment of supplier invoices
ACTION:	Executive Manager (EM)
OBJECTIVE:	To provide guidelines for the authorisation of the supplier to provide goods and services
SCOPE:	Applies to the provision of all goods and services
ADOPTED:	May 14 th 2007
	INVOICE VALUE \$500 OR LESS (GENERAL)
1.	Cheque raised for payment of supplier invoice by EM
2.	Invoice is attached to cheque for review by both cheque signatories
3.	Both cheque signatories to sign / initial invoice as approved when signing cheque
4.	Details of expenditure must be recorded in xl spreadsheet or similar format which identifies the goods or services, date and amount, and forwarded to the Director of Finance at the end of each month
	KNOWN EXPENDITURE – RECURRING (GENERAL)
1.	Raise purchase order to cover expenditure for the duration of the contract
2.	Purchase Order to be authorised by two Board Members
3.	Copy of authorised purchase order & invoice to accompany cheque and be reviewed by both cheque signatories
4.	Both cheque signatories to sign / initial invoice when signing cheque
5.	Details of expenditure must be recorded in xl spreadsheet or similar format which allows identification of the goods or services, date and amount, and forwarded to the Director of Finance at the end of each month
	INVOICE VALUE \$501 OR MORE (GENERAL)
1.	If practicable, obtain at least two quotes
2.	Where possible, raise purchase order in advance and follow procedure outlined in “Known Expenditure – Recurring”
3.	Director of Finance to provide a list of invoices to the Secretary
4.	Secretary to prepare and distribute an e-mail resolution to all Board members for approval of expenditure
5.	Copy of e-mail resolution & invoice to accompany cheque and be reviewed by both cheque signatories
6.	Both cheque signatories to sign / initial invoice when signing cheque

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7.	Details of expenditure must be recorded in xl spreadsheet or similar format which allows identification of the goods or services, date and amount. and forwarded to the Director of Finance at the end of each month
	COC EXPENDITURE
1.	All expenditure must be effected through an ANZSLA Bank Account or a Bank Account approved by the Board
2.	For the purposes of expenditure, the COC must keep a separate set of accounts which comply with the financial policy set out hereunder
3.	All conference expenditure must be in accordance with the conference budget as presented to and approved by the Board
4.	In the event of an individual expenditure item exceeding the budgeted amount by the lesser of 20 per cent or \$1000, the prior approval of the Board must be obtained before expenditure can be incurred
5.	Where expenditure exceeds \$5000, written approval must first be obtained from the Board and executed by two Directors on behalf of the Board
6.	In all cases, receipts must be kept for all expenditure identifying what the expenditure was on, the date of payment and the amount and kept with the COC nominated Treasurer
	FUNCTION HOSTING EXPENDITURE
1.	Under the ANZSLA Function Hosting Policy, the Board will consider making available a subsidy towards endorsed functions up to a maximum of \$600, where applicable
2.	Such funding is an expense which may only be reimbursed upon receipt of an invoice with appropriate receipts attached from the Function Hosting organiser to the EM.
3.	Receipt of invoices should be lodged with the Executive Manager within 60 days of the function being held. Lodgement after that date may result in the Board refusing to authorise payment
4.	Receipts must identify clearly what the expenditure was on, the amount and the date
5.	Eligible funding items include venue hire, speaker's fees, "light" catering and advertising. Ineligible items include meals.
	EXECUTIVE MANAGER (GENERAL)
1.	The contracted Executive Manager will have the authority to authorise expenditure on behalf of the Association to the value of \$200 per individual item
2.	Items above this value will require prior Board approval
3.	The EM will be responsible for the payment of all expenses in accordance with the procedures set out above

TITLE:	Receipt of Income
RESPONSIBILITY OF:	Director of Finance
FREQUENCY:	On receipt of income on a monthly basis
ACTION:	Executive Manager (EM)
OBJECTIVE:	To provide guidelines for the receipt of income
SCOPE:	Applies to the receipt of all income
ADOPTED:	May 14 th , 2007
	INCOME GENERALLY
1.	All income received must be able to be identified by way of a receipt or tax invoice for accounting purposes
	MEMBERSHIP INCOME
1.	A receipt or tax invoice must be provided by the EM to the member showing amount, date received, type of membership and length of membership
2.	A copy of the receipt or tax invoice must be kept by EM clearly identifying member name, type of member and length of membership
3.	The name of the member, date and amount paid must be recorded on xl spreadsheet by the EM

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4.	Income must be deposited in ANZSLA Bank Account as soon as practicable by the EM
5.	A list of memberships with amounts paid must be provided monthly to the Director Finance by the EM
	CONFERENCE INCOME
1.	While conference income is the responsibility of the COC, the COC must abide by the requirements set out below for financial accountability purposes
2.	A receipt or tax invoice must be provided by the Conference Organiser to the attendee identifying the amount received, the date of receipt, and the name of the attendee
3.	A copy of the receipt or tax invoice must be kept by the Conference Organiser clearly identifying the attendee's name, the date of the money received and the amount paid
4.	Income must be deposited in the ANZSLA Bank Account in the case of an Australian conference and the ANZSLA New Zealand bank Account in the case of a New Zealand Conference as soon as practicable and clearly identified as COC income by the Conference Organiser
5.	A list of attendees and amounts paid must be provided monthly, or more often if the COC so request, to the COC Treasurer by the Conference Organiser
6.	Director of Finance or their nominee must sit on the COC to supervise Conference accounts and budget
	SPONSORSHIP INCOME RELATED TO CONFERENCE
1.	A receipt or tax invoice must be provided by EM of sponsorship money identifying amount received, date of receipt and details of sponsor
2.	A copy of the receipt or tax invoice must be kept by EM identifying sponsor, the amount and date provided
3.	Income to be deposited in COC Bank Account as soon as practicable and clearly identified as COC income by EM
4.	Notice of receipt of sponsorship income, amount and details of payment to be forwarded to the Treasurer of the COC as soon as practicable after banking by EM
	OTHER INCOME
1.	A receipt or tax invoice must be provided by EM (where applicable showing the source of income, identifying the

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	amount, date and name of person or organisation
2.	A copy of the receipt or tax invoice showing details and source of income, the amount and date must be kept by the EM
3.	Income to be deposited in ANZSLA Bank Account as soon as practicable after receipt
4.	Details of income received to be forwarded to the Director Finance at the end of each month
	EXECUTIVE MANAGER
1.	The EM shall receive, and be accountable for, all income on behalf of ANZSLA unless otherwise directed by the Board or a COC
2.	The EM shall be responsible for the issuing of receipts or tax invoices as the case may be, for all income received
	The Em to raise Payment Requests and cheques for signature by designated signatories to suppliers each month and on a timely basis.
3.	The EM shall ensure that there is a balance in the cheque account of \$10,000. Any money over \$10,000 shall, in multiples of \$1,000 or more, be deposited in the ANZSLA Ing Account, or in the account of whatever other financial institution that the Board might so direct