

NSFA FINANCIAL MANAGEMENT AND DELEGATIONS POLICY

Purpose: Why does NSFA have a policy?

The Financial Management and Delegations Policy (“Policy”) guides how NSFA safeguards the funds that it manages by providing guidelines for who can approve expenditure, ensuring that financial records are kept to a proper standard and preventing fraud or mismanagement. This helps ensure that the Association protects and makes the best use of available funds.

In managing finances well, including maintaining transparent and regular procurement practices, NSFA also provides accountability to Members for the use of organisational funds and to funding bodies or donors for the funds they have provided.

This Policy complies with the requirements of the Northern Suburbs Football Association Inc. Constitution (“Constitution”) including the Objects of the Association contained therein. Pursuant to clause 20 of the Constitution, the Board of Directors of NSFA (“Board”) may delegate certain duties and functions. When a function is delegated, the Board is not absolved of the responsibility and remains accountable for what occurs.

1.1 Banking Authorities

The Board has delegated that the following are authorised to be signatories on behalf of the Association for the purposes of its banking requirements, including the authorisation of electronic payment transfers;

- President
- Vice President
- Treasurer
- Chief Executive Officer

This delegation is conditional upon the fact that any two of the above be required to sign, that is, an individual signature is insufficient to effect a banking transaction.

Before payments are made, the following is required;

1. A proper Tax Invoice is to be supplied
2. A Delegated Party is to provide a sign off (signature) or email confirmation pursuant to procedures listed below and the Delegation Matrix attached to this Policy as Annexure A
3. The payment voucher or Tax Invoice is to be initialled by the two signatories listed above authorising payment

1.2 Authority to Authorise Payments – Delegated Parties

NSFA operates on a 1 October – 30 September financial year and budgets annually in advance for this period. The budget for each financial year is approved by the

Board, with the overall NSFA budget made up of several individual business units. At the time of writing these business units are as follows, with the budget owner for each business unit listed in brackets:

- Northern Tigers FC (Chair, NTFC)
- Winter Competitions (CEO)
- Summer Competitions (CEO)
- Office (CEO)
- Referees (CEO)
- Coaching and Player Development (Board Appointee)

The Board may alter the number or composition of these business units, provided that if additional business units are created the Board must at the same time determine a budget owner.

Persons within the Association are Delegated Parties in accordance with the Delegation Matrix attached to this Policy as Annexure A. The only exception to this matrix is that a Delegated Party may not approve payments to him/herself. For example, in the event that the CEO incurs a reimbursable expense, the CEO may not approve reimbursement to him/herself even if the amount is less than \$500.

1.3 Procurement

NSFA follows the principles of sound commercial practice and governance. Accordingly, directors and staff should be mindful of the following basic principles;

- Value for money
- Accountability – Approve within delegation/document properly
- Transparency – Document your decision making
- Confidentiality – A supplier may require you not to reveal their quote to another supplier
- Conflicts of interest – This needs to be revealed if the supplier is a friend or family or any other situation that falls within this area
- Standard of Behaviour – We need to act professionally when obtaining quotes/purchasing and act for the benefit of the association

One method of seeking to ensure the best value for money is to obtain multiple quotes for an item. The advantages of shopping around must be balanced against the costs; comparing providers can be time consuming, delays can be experienced if goods are required urgently and relationships with existing long term suppliers may be damaged. Another issue is that some suppliers may not quote on small amounts or if the purchase is of a specialised nature you may not be able to obtain three quotes in a timely manner.

The Policy requires that three quotes be obtained for all goods and services that exceed \$1,000 (ex GST). For clarity, if a monthly amount is required for a service then it is the total of 12 months payments (ex GST). Once three quotes have been obtained, approval of the proposed purchase shall be determined according to the Delegation Matrix at Annexure A.

Exceptions are;

- Existing purchase/payments in the normal course of business within budgeted amounts
- Purchases/payments to existing Preferred Suppliers within Budgeted amounts.

1.3.1 Normal Course of Business Payments/Purchases

The CEO shall authorise normal course of business payments provided they are within normal budgeted amounts, with the obligation that he/she is required to query amounts that are in excess of the normal payment.

General course of business payments include items such as;

- IT and Telephone accounts
- Council charges domestic (garbage etc)
- Office lease payments including utilities/outgoings
- Council Ground Hire Costs
- Referees fees
- Coaching fees
- Football NSW/FFA levies (including compulsory player insurance premiums)
- Wages, including casual and contractor payments and superannuation obligations

1.3.2 Preferred Suppliers

NSFA has established a number of key relationships with suppliers who have proven that;

- They provide value for money – this does not necessarily need to be the cheapest on the market
- They are reliable – Timely in delivery and have been known to deliver exceptional service particularly at late notice
- They are persons of high integrity
- They are highly regarded by others that deal with them, in particular amongst the football community

These supplies are;

- Wholesale Trophies –Supplier of trophies, medals pennants ,engraving etc
- Ian Mackay – Line Marking
- Pilingers – Supplier of Tents/Marquees on Gala Days
- Sani-Hire – Provides portable toilets for Gala Days
- Medics Aust – First Aid services for Gala Days
- DMC fencing – disassemble and erect the Mills Park fence twice per year
- Marcus Green – Calford Green competition management systems
- Heritage Sports – Supplier of Bownets
- TeamRhino – Board approved Association kit supplier

Suppliers may retain their Preferred Supplier status for up to three years at which time this status must be re-assessed.

1.4 NSFA Investment Policy

The Board has previously resolved that all future investments be made as follows:

1. In an institution defined as an Australian Owned Bank as defined in Schedule 1 Section A of the Australian Government Guarantee Scheme, and
2. In a product offered by the above institution that guarantees the sum invested and return offered, and
3. In a product offered by the above institution that provides liquidity on demand if required (maybe incurring a fee), and
4. With an individual investment limit of \$250,000 (or such other limit as prescribed from time to time in the Australian Government Guarantee Scheme)

1.5 Petty Cash

As a general rule the maximum sum of petty cash to be carried is \$500. If higher amounts are required from time to time this will require the agreement of any two of the signatories detailed above. Proper receipts are to be provided when petty cash is used. Petty cash is to be used for incidental items such as small amounts of stationary, petrol for the van, soft drinks, sandwiches for meetings etc.

1.6 Financial Records

NSFA retains a specialist contractor to provide financial services including bookkeeping. When possible data entry around accounts will be performed by NSFA staff and overseen by this contractor, however office resourcing may require that the contractor perform some of this data entry from time to time. Bookkeeping will be performed utilising the Manage Your Own Business software tool and meeting Australian accounting standards.

Annexure A

Authorised Person	x<\$500	\$500<x<\$2000	\$2000<x<\$5000	\$5000<x
NSFA Operations Manager	can authorise payment within the Office, Winter Competitions and Summer Competitions Business Units if cost can be allocated to an existing budget line without exceeding that budget line	can authorise payments to Preferred Suppliers within the Office, Winter Competitions and Summer Competitions Business Units otherwise requires CEO sign off	to be forwarded to CEO for attention	to be forwarded to CEO for attention
NSFA Technical Director	can authorise payment within the Coaching and Player Development Business Unit if cost can be allocated to an existing budget line without exceeding that budget line	can authorise payments to Preferred Suppliers within the Coaching and Player Development Business Unit otherwise requires CEO sign off	to be forwarded to CEO for attention	to be forwarded to CEO for attention
Business Unit Budget Owner	can authorise payment if cost can be allocated within Business Unit budget without exceeding that budget	can authorise payment if cost has been specifically provided for within approved NSFA annual budget, otherwise requires Treasurer sign off	requires Treasurer sign off	can authorise payments to Preferred Suppliers within the relevant Business Unit otherwise to be forwarded to CEO for attention
NSFA CEO	can authorise payment	can authorise payment if cost can be allocated within Business Unit budget without exceeding that budget, otherwise requires Treasurer sign off	can authorise payments to Preferred Suppliers within the Office, Referees, Winter Competitions and Summer Competitions Business Units otherwise requires Treasurer sign off	can authorise payments to Preferred Suppliers within the Office, Referees, Winter Competitions and Summer Competitions Business Units otherwise to be forwarded to Treasurer for attention
NSFA Treasurer	N/A	can authorise payment requested by Budget Owner or CEO if Treasurer is satisfied that cost can be incurred without exceeding the relevant Business Unit budget, otherwise requires Board approval (by majority)	can authorise payment if cost has been specifically provided for within approved NSFA annual budget, otherwise requires Board approval (by majority)	can authorise payment if cost has been specifically provided for within approved NSFA annual budget, otherwise requires Board approval (by majority)
NSFA Board of Directors	can authorise with Board approval (by majority)	can authorise with Board resolution	can authorise with Board resolution	can authorise with Board resolution