



MYSMALLHELP AUSTRALIA LIMITED

FINANCIAL CONTROL POLICY

Introduction

The purpose of this policy is to provide a framework for MySmallHelp Australia Limited (**MySmallHelp**) to deal with considerations of financial control and management. In order to provide its services and perform its operations, MySmallHelp is required to make various payments to service providers, persons and entities (**Recipients**). MySmallHelp places restrictions on its officers, employees, volunteers, contractors and agents (**Representatives**), to ensure that there are systems in place to control and monitor the flow of MySmallHelp's finances.

1. Cheques

- (a) All cheques must be signed by two board members.
- (b) Signatories may not sign cheques that are:
 - (i) payable to them;
 - (ii) blank; or
 - (iii) incomplete.
- (c) On a monthly basis, MySmallHelp's treasurer (**Treasurer**) will review cheques recently issued, to ensure that all payments made by cheque were authorised and correctly issued.

2. Credit Cards

- (a) The Treasurer may obtain credit cards for MySmallHelp.
- (b) A credit card owned or controlled by MySmallHelp may only be used if the Treasurer has authorised in writing:
 - (i) the use of the credit card by the person seeking to use the credit card, for the purpose of its proposed use; or
 - (ii) the person seeking to use the credit card, to responsibly use the credit card in any way reasonably required, for the general purpose of carrying out MySmallHelp's activities.
- (c) The Treasurer must on at least a fortnightly basis, review all of MySmallHelp's recent credit card records and statements to ensure that no misuse of the credit card has occurred. If the Treasurer suspects any misuse of MySmallHelp's credit card(s), the Treasurer or a delegate of the Treasurer must make appropriate inquiries and investigations in respect of same (in accordance with MySmallHelp's 'Suspicious Activities Policy').
- (d) Any person in possession of a credit card belonging to or controlled by MySmallHelp must:
 - (i) take reasonable steps to protect the security of the credit card;
 - (ii) notify the Treasurer immediately if the credit card is lost, stolen or suspected to have been used fraudulently;
 - (iii) not exceed any credit limits on the credit card;
 - (iv) not make any cash advances through the credit card;
 - (v) not use the credit card for personal expenses; and
 - (vi) return the credit card to the Treasurer if the credit card is no longer required or cancelled.



- (e) The board must investigate any suspected misconduct in connection with the use of MySmallHelp's credit card(s) and may take any further actions required, as it sees fit (in accordance MySmallHelp's 'Suspicious Activities Policy').

3. Petty Cash

- (a) MySmallHelp's office manager (**Office Manager**) or a specified delegate of the Office Manager may maintain a cash float for MySmallHelp.
- (b) All of MySmallHelp's unbanked cash must be stored in the cash float.
- (c) The cash float must be kept in a locked and secure location.
- (d) The maximum amount of money in the cash float at any given time must not exceed \$500.
- (e) Money in the cash float should only be used if it is not possible to make payment by electronic funds transfer, cheque or credit card.
- (f) The Office Manager or a delegate of the Office Manager must keep a written record of each transaction involving income to or expenditure from the cash float. The record must include the:
 - (i) amount of cash received or spent;
 - (ii) name of the person who provided or received the cash; and
 - (iii) intended use of any cash distributed (if applicable).
- (g) Receipts for items or services purchased with cash from the cash float must be provided to the Office Manager or a specified delegate of the Office Manager.
- (h) The Office Manager must immediately report the loss of any monies from the cash float to the Treasurer.

4. Reimbursements

- (a) MySmallHelp will reimburse its Representatives for reasonable and authorised expenses that they have incurred on behalf of MySmallHelp or in furtherance of MySmallHelp's activities, services and programs.
- (b) The Office Manager is responsible for authorising expenses and for determining whether expenses being claimed by Representatives are reasonable, in the circumstances.
- (c) Representatives who have incurred expenses personally, must produce evidentiary documentation of the relevant expenditure (such as receipts or invoices).
- (d) Representatives will be reimbursed for reasonable and appropriate travel, accommodation and meal expenses incurred whilst providing MySmallHelp's activities, services and programs, provided that MySmallHelp authorised these expenses before the expenses were incurred.
- (e) In exceptional circumstances only, the Office Manager has the discretion to approve:
 - (i) the reimbursement of reasonable but unauthorised expenses or expenditure made on behalf of MySmallHelp; or
 - (ii) authorised expenses made without evidentiary documentation of the relevant expenditure.
- (f) Advance payments may be approved if appropriate in the circumstances. If the expected expenditure is eventually not incurred, for whatever reason, then any unspent portion of the advance payment must be returned to MySmallHelp.

5. Receipts

Irrespective of the method of payment, wherever possible, MySmallHelp must obtain a receipt for payment from the relevant recipient, before making payment.



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6. Review of policy

This policy shall be reviewed by the board of MySmallHelp every two years as a minimum.

Policy adopted on [insert date].