

Financial Controls Policy

1. Introduction

To protect Barossa Broadcasting Board Incorporated (hereinafter referred to as BBBfm) against financial misconduct it is necessary that all forms of financial transfers be secured through closely regulated approval processes.

2. Purpose

The purpose of this policy is to:

- Ensure that all expenditures made in the name of BBBfm are authorised and independently reviewed.
- Guard against any potential abuse of payments procedures, while maintaining flexibility and avoiding unnecessary formality.

3. Purpose

- 3.1 The aim of the Financial Controls Policy is to ensure that financial transactions carried out in the name of BBBfm shall, as far as possible, be governed by the following principles.
- 3.2 No payments shall be made in the name of BBBfm unless such payment has been authorised by the board.
- 3.3 Payment authorisation can be made either through board approval in the annual budget or by other avenues approved by the board (such as through a written delegation of the board).
- 3.4 Complete records of payment authorisation should be kept on file.
- 3.5 The Board, through the Treasurer, shall have continuous access to BBBfm's bank statements and BBBfm's accounts, books and records.
- 3.6 No single person shall have the authority to carry through all processes (budgeting, authorisation, payment, approval) to do with any:
 - i) Payment
 - ii) Approval of a supplier
 - iii) Approval of an agreement or contract with an external party
 - iv) Loan from BBBfm's funds
 - v) Contract of employment
- 3.7 Any person who has an actual or potential conflict of interest in respect of any:
 - i) Payment
 - ii) Approval of a supplier
 - iii) Approval of an agreement or contract with an external party
 - iv) Loan from BBBfm's funds
 - v) Contract of employmentmust declare that conflict of interest to the board and either comply with any board direction or withdraw from involvement in the transaction.
- 3.8 All payments (except credit card and petty cash payments) shall require signatures (or equivalent validations) from two persons with properly delegated authority, as recorded in the Financial Delegations Register.
- 3.9 Financial transaction cards may only be issued to a person approved by the board.
- 3.10 Cardholders and persons making a payment out of petty cash (Payor) must obtain a tax invoice or receipt for each transaction. If a tax receipt is lost or misplaced, the Payor must provide a written statement setting out the details of the transaction. Tax invoices or receipts and statements must be provided to the Treasurer or a person appointed by the Board, with each monthly account statement.

Financial Controls Procedures

1. Responsibilities

- 1.1 It is the responsibility of the board to:
 - i) Approve a budget for BBBfm and authorize any departures from that budget.
 - ii) Maintain supervision of the financial progress of BBBfm.
- 1.2 It is the responsibility of the Treasurer to ensure that:
 - i) Procedures consistent with this policy are implemented.
 - ii) Reports on the implementation of these procedures are regularly submitted to the board.
 - iii) Volunteers are aware of this policy and these procedures.
 - iv) The BBBfm Financial Delegates and Financial Transaction Card Register is maintained.
 - v) Any breaches of this policy or procedures are dealt with appropriately.
- 1.3 It is the responsibility of all volunteers to ensure that any payment made on behalf of BBBfm conforms to this policy and those procedures.

2. Processes : Payments

Financial transaction card use

Financial transaction card issue

Any BBBfm financial transaction cards (credit or pre-paid debit cards) may only be issued to a board member, staff member, or volunteer where their functions and duties would be enhanced by their use. Cards will thus be issued only to people on the approved BBBfm Financial Delegates and Financial Transaction Card Register. Amendments to the list shall be recorded in the board minutes.

- 2.1 Other persons may be added to the list by the Board.
- 2.2 Financial transaction cards may be issued on a temporary basis and recovered afterwards.
- 2.3 Each financial transaction card will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign a declaration to this effect.
- 2.4 Only the authorised signatory may use the card. No more than one card shall be issued per cardholder. Credit limits as appropriate shall be set for each card by the issuing authority.

Cardholder's Responsibilities

- 2.5 The Cardholder shall:
 - i) In all cases obtain and retain sufficient supporting documentation to validate the expense (eg tax invoice or receipt).
 - ii) Attach supporting documentation to the monthly statement from the bank.
 - iii) Review the monthly statement for inaccuracies and report these to the Board Chair.
 - iv) Verify that that goods and services listed were received.
 - v) Sign the monthly statement to verify that transactions have been made for official purposes.
 - vi) Forward the papers to the Board Chair who shall authorise payments.
 - vii) Notify the bank and the Board Chair immediately if:
 - o The card is lost or stolen
 - o Any unauthorised transaction is detected or suspected
 - o A personal expense has inadvertently been charged to the card.
 - viii) Notify the Board Chair and the bank of any change in name or contact details.
 - ix) Take adequate measures to ensure the security of the card.

- x) Cease using the card and promptly return the card to the Board Chair if:
 - o The cardholder resigns
 - o The board determines that there is no longer a need for the cardholder to retain their card
 - o The card has been cancelled by the bank.
- xi) Be personally liable for any unauthorized transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

Related Documents

BBBfm Constitution.
 BBBfm Financial Delegates and Financial Transaction Card Register (maintained by BBBfm Treasurer).

| Amendments to this Procedure | | |
|-------------------------------------|--------------------|--|
| Date Approved | Item Number | Details of Amendment |
| 12 th February 2025 | Full Policy | Adoption of this Procedure in its entirety |
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