



Finance Regulations

of

**Little Athletics Association
of Victoria Incorporated**

Regulation 9

Registration Number: A0003260D

UPDATED August 2011

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TABLE OF CONTENTS

SECTION 1 - FINANCE REGULATIONS	
1.1	PURPOSE.....1
1.2	Object1
1.3	ELIGIBILITY FOR SIGNATORY DUTIES1
1.4	RESPONSIBILITY.....1
SECTION 2 - PART A - CLUB, CENTRE, REGION	
2.1	ACCOUNTABILITY2
2.2	FINANCIAL REPORTS2
2.3	BOOKS OF ACCOUNT2
2.4	RECEIPTS AND PAYMENTS3
2.4.1	Receipts.....3
2.4.2	Payments.....3
2.4.3	Secure Payment Methods – Cheques / Electronic3
2.4.4	Bank Statements and Reconciliations.....3
2.5	RECORD OF REGISTERED ATHLETES AND FEES3
2.6	REGISTER OF ASSETS AND LIABILITIES4
2.7	REGISTER OF INVESTMENTS4
2.8	INSURANCE OF ASSETS4
2.9	AUDITING OF THE ACCOUNTS.....4
SECTION 3 - PART B - ASSOCIATION RULES	
3.1	PAYMENT AUTHORISATIONS FOR ASSOCIATION6
3.2	ACCOUNTS RECEIVABLE6
3.3	ENTITLEMENTS6
SECTION 4 - PART C - TABLE OF ASSOCIATION FEES, CHARGES & SUBSIDIES	
4.1	Appendix A.....8

FINANCE REGULATIONS
of
LITTLE ATHLETICS ASSOCIATION OF VICTORIA INC
Registration Number: A0003260D

SECTION 1 - FINANCE REGULATIONS

1.1 PURPOSE

This Regulation sets down the procedural requirements and responsibilities for sound financial management and record keeping by Clubs, Centres, and Regions of the Association and is equally applicable to the Association itself.

1.2 Object

Part A Sets down the financial requirements and responsibilities for Clubs, Centres, and Regions of the Association and are equally applicable to the Association itself.

Part B Sets down the financial requirements for the Association.

Part C A schedule of fees imposed by the Association.

1.3 ELIGIBILITY FOR SIGNATORY DUTIES

Any person who is an undischarged bankrupt or has a recorded conviction for "financial impropriety" shall not be eligible to serve in a financial role (e.g. Treasurer or signatory to any accounts).

1.4 RESPONSIBILITY

- 1.4.1 All members of the Executive Committee shall ensure that the Financial Regulations of the Association are followed.
- 1.4.2 Failure by a Club/Centre/Region to adhere to the Financial Regulations may render the body in breach of the Association Constitution and/or the requirements of Incorporation, and may leave individual members of its Executive Committee liable to legal action.

SECTION 2 - PART A - CLUB, CENTRE, REGION

2.1 ACCOUNTABILITY

- 2.1.1 **Clubs:** that maintain their own finances shall be accountable and responsible to their own members and also to their Centre for the proper administration of their finances. Each Club shall provide an Audited Financial Report, the Auditor's Report (in accordance with clause 2.9) and Financial Compliance & Well-Being Declaration (see Appendix A) to its members at the Club's Annual General Meeting. The Club shall forward a copy of the Auditor's Report and Financial Compliance & Well-Being Declaration to its Centre.
- 2.1.2 **Centres:** shall be accountable and responsible to their members, its Region, and the Association for the proper administration of their finances. Centres shall provide an Audited Financial Report, the Auditor's Report (in accordance with clause 2.9) and Financial Compliance & Well-Being Declaration (see Appendix A) to their members at the Centre's Annual General Meeting. The Centre shall forward a copy of the Auditor's Report and Financial Compliance & Well-Being Declaration to the Association, its Region and affiliated Clubs (if any).
- 2.1.3 **Regions:** shall be accountable and responsible to their member Centres, and the Association for the correct administration of their finances. Regions shall provide an Audited Financial Report, the Auditor's Report (in accordance with clause 12.6) and Financial Well-Being Declaration (see Appendix A) to its member Centres at the Region's Annual General Meeting. The Region shall forward a copy of the Auditor's Report and Financial Well-Being Declaration to the Association, and its member Centres.
- 2.1.4 It is the duty of the Financial Controller by whatever name (be it Treasurer, Financial Director, etc) to keep proper records of account for all transactions. However, the responsibility for correct financial administration and accountability shall rest equally with all members of each Executive Committee. The Committee shall review the accounts for payment and the general financial operations at each meeting.

2.2 FINANCIAL REPORTS

- 2.2.1 Reports to members at Club, Centre, and Region Meetings shall include:
- Statement of income and expenditure for the immediate past monthly period(s).
 - Statement of the financial position as of each date to which the income and expenditure statements relate.
 - Details of all bank accounts, supported by reconciliation of the Bank Statements.
 - Details of all accounts received that require payment (for approval by the meeting).

2.3 BOOKS OF ACCOUNT

- 2.3.1 Each Club, Centre, and Region shall keep proper records of account to ensure that their funds are correctly and properly administered and accounted for.
- 2.3.2 A budget should be established at the beginning of each financial year detailing the estimated income and expenditure for the ensuing year.
- 2.3.3 Books of account kept by the Financial Controller shall include:
- Receipt Books
 - Receipts and Payments Cash Record
 - Payment Orders (Vouchers) for Disbursements (Payments)
 - Bank Statements and Reconciliations thereof
 - Record of Registered Athletes, and fees
 - Register of Assets and Liabilities
 - Register of Investments
- 2.3.4 Special (separate) accounts may be appropriate for canteen, and special fund raising activities.
- The receipt should be written and issued at the time of the transaction.

- (b) All monies received should be banked intact. Under no circumstances shall cash payments be made by deduction from monies received.
- (c) All monies received shall be banked promptly, (preferably on the next bank working day), and should be banked within five working days. However, Treasurer must receipt total funds received for such activities.

2.4 RECEIPTS AND PAYMENTS

2.4.1 Receipts

- (a) All monies received, except nominated individual routine transactions such as gate entries and canteen sales, shall be recorded by the issue of a numbered receipt, with a duplicate retained.
- (b) All monies received by the Treasurer shall be recorded by the issue of a numbered receipt, with a duplicate retained.
- (c) Some nominated individual cash transactions (canteen sales, gate entries, fundraising, etc) may not result in a receipt being issued at the time of the initial transaction.
- (d) The receipt should be written and issued at the time of the transaction.
- (e) All monies received should be banked intact. Under no circumstances shall cash payments be made by deduction from monies received.
- (f) All monies received shall be banked promptly, (preferably on the next bank working day), and should be banked within five working days.

2.4.2 Payments

- (a) Documentary evidence in the form of invoices, statements, and receipts shall be obtained and retained for all disbursements (payments) made.
- (b) All payments shall be authorised and drawn on the Club/Centre/Region bank account.
- (c) Where necessary and unavoidable, a petty cash advance shall be used for small payments, but disbursements from petty cash shall also be supported by vouchers, invoices, statements and/or receipts.
- (d) All payments shall be approved by a meeting of the Club/Centre/Region.

2.4.3 Secure Payment Methods – Cheques / Electronic

- (a) All Bank accounts shall have at least three signatories, of whom two shall be required to sign each cheque, with one of the signatures being either the President or Financial Controller.
- (b) Cheques drawn shall be crossed and made not negotiable. Signatories shall not (unless unavoidable in exceptional circumstances) on any account sign cheques which are not crossed and made out with the name of the payee and the amount. If a circumstance arises whereby open cheques are issued details of the expected amount(s) and payee(s) shall be recorded.
- (c) Payments cannot jointly be authorised by members of the same family or domiciled at the same address.

2.4.4 Bank Statements and Reconciliations

- (a) Bank Statements shall be obtained on a regular basis, preferably monthly, and reconciled to the cash receipts and payments journals. Similarly the petty cash account shall be reconciled on a regular basis, preferably monthly.
- (b) Reconciliations shall be retained and kept with the bank statements.
- (c) These reconciliations shall form part of the Treasurer's report to the Club/ Centre/ Region meeting and be incorporated into the minutes.
- (d) Investment reconciliations shall also be made in a similar manner.

2.5 RECORD OF REGISTERED ATHLETES AND FEES

The form and details of this record may be in different formats but shall include the number of registered athletes and fees paid which shall be reconciled with the amount received by the

Financial Controller. Payments made to the Association shall also be reconciled with this record.

2.6 REGISTER OF ASSETS AND LIABILITIES

- 2.6.1 Most Clubs/Centres/Regions possess some durable assets such as sports equipment, stock of sporting material, office equipment, canteen equipment, etc, which shall be recorded in this Register. This Register assists in the preparation of financial statements and is also required for insurance purposes.
- 2.6.2 The Register of Assets is necessary as most accounts are prepared on a "cash basis" and the Register is quite often the only permanent record of the assets.
- 2.6.3 A full stock take of such equipment shall be undertaken annually as part of the financial reporting and audit requirements.
- 2.6.4 Liabilities, in the form of loans, shall also be recorded in this Register and cancelled when final payment is effected.

2.7 REGISTER OF INVESTMENTS

- 2.7.1 This register shall contain the following information:
- (a) Name and address of where investment is lodged;
 - (b) Amount invested;
 - (c) Details of investment - interest rate, date invested and maturity date.
- 2.7.2 Evidence of the investments (receipts, certificates, etc) shall also to be retained.

2.8 INSURANCE OF ASSETS

The Executive Committee shall arrange suitable and adequate insurance cover for all equipment which is the property of the Club/Centre/Region.

2.9 AUDITING OF THE ACCOUNTS

- 2.9.1 The members of each Club/Centre/Region shall appoint an independent Auditor to audit all the accounts and financial transactions for the financial year.
- 2.9.2 The auditor should be appointed by the members of the Club/Centre/Region and not by the Executive Committee as it is the members to whom the auditor is reporting.
- 2.9.3 In appointing the Auditor the membership should be aware of the following guidelines:
- (a) All Club/Centre/Region audits shall be seen to be independent of any associations with those administering the Club/Centre/Region business.
 - (b) Incorporated Clubs/Centres: The Auditor shall not be a member of, or associated with the Association/Club/Centre/Region, nor should (ideally) they be related to any person on the Committee or have a direct business association with any member of the Committee (e.g. a member of the Committee is an Associate of, an Employee of, a Principal of, a Partner of or an Officer of such an Organization) and, providing the Club/Centre/Region is a "prescribed association" (income in excess of \$200,000 in the previous financial year or assets in excess of \$500,000), the person so appointed shall meet the requirements of Section 30B of the Associations Incorporation Act, 1981 (as amended).
 - (c) Unincorporated Clubs/Centres: Unable to appoint an Auditor in accordance with (b) above, shall seek an exemption from the Association Board of Management.
- 2.9.4 The Auditor shall be provided with:
- (a) Copy of the Financial Regulations
 - (b) Constitution, Objectives, Rules/Regulations and By-Laws of the Club/Centre/Region
 - (c) All journals and records of account
 - (d) Evidence of approval of all payments, e.g. minutes of meetings
 - (e) All Bank Statements and/or Passbooks, Investment and Asset Registers
 - (f) Cheque Book(s)
 - (g) Receipt Book(s)
 - (h) All vouchers, invoices, statements, and receipts for payments

- (i) Evidence of assets and insurance
 - (j) Details of amounts due to creditors
 - (k) Details of amounts owed by debtors
 - (l) Reconciliation of registration details
- 2.9.5 The Auditor's Report shall be prepared in accordance with Australian Accounting Standards and the requirements of the Associations Incorporation Act, 1981 (as amended).
- 2.9.6 In addition the Auditor shall include a specific statement, saying that the documents in clause 2.9.4 were supplied and that in their opinion the Financial Regulations have been complied with.
- 2.9.7 Material breaches shall be detailed in the Audit Report and the accounts qualified accordingly.
- 2.9.8 The Auditor should stamp (with the Company stamp), initial or sign each page of the Financial Report.
- 2.9.9 Copies of the Auditor's Report and the Financial Compliance & Well-Being Declaration shall be made available to the members and forwarded to the Association/Region/Centre to whom the Club/Centre/Region is accountable.

SECTION 3 - PART B - ASSOCIATION RULES

3.1 PAYMENT AUTHORISATIONS

- 3.1.1 Signing authority (this also includes secure electronic payment methods):
- (a) If under \$10,000 any two of General Manager or a director.
 - (b) If equal or over \$10,000 must be signed by two directors one of which must be the Finance Director or President.
- 3.1.2 Petty Cash
- (a) All Petty Cash claims to be approved by the General Manager and a Director.
- 3.1.3 Authority to Sign Purchase Orders
- (a) All Purchase orders over the value of \$2,000 must be signed by either 2 directors or the General Manager and one director.

3.2 ACCOUNTS RECEIVABLE

- 3.2.1 Authority to write off amounts owed to the Association
- (a) The General Manager has the authority to write off amounts up to a total of \$100 per month.
 - (b) The Finance Director has the authority to write off amounts up to \$999 per month.
 - (c) Amounts of \$1,000 and greater must be approved by the Board of Management.

3.3 ENTITLEMENTS

- 16.1 Entitlements of Directors, Associate Directors / Standing Committee Members, Employees (including general manager) and others are contained within the VLAA Policy Document

SECTION 4 - PART C - TABLE OF ASSOCIATION FEES, CHARGES & SUBSIDIES

C1. Membership & Affiliation Fees

Fee	Amount
Ordinary Member	
Entrance Fee	Nil
Annual Subscription Fee	Nil
Honorary Member	
Entrance Fee	Nil
Annual Subscription Fee	Nil
Competitive Member	
Entrance Fee	Nil
Annual Subscription Fees (Registration)	
Full Season	\$54.00
Winter Season Only	\$40.00
Affiliation Fees	
Centre	
Entrance Fee	Nil
Annual Subscription Fee (Affiliation)	
Centres <=150 members	\$50.00
Centres <=150 members	\$100.00
Club	
Entrance Fee	Nil
Annual Subscription Fee (Affiliation)	Nil

C2. Championship Entry Fees

Fee	Amount
Cross County Individual	\$15
Multi-Event Individual	\$15
Relays Team	\$15
Track & Field Individual event	\$6

C3. Miscellaneous Fees & Subsidies

Fee/Subsidy	Amount
ALAC Team Levy	\$250
Camp Subsidy (Region)	\$35 max
Development Squad Levy	\$55
Protest Fee	\$55

Appendix A

FINANCIAL COMPLIANCE & WELL-BEING DECLARATION

Statement by the Incumbent Office Holders for the Period of the Financial Year

Name of Club/Centre/Region (Entity)	
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We, the undersigned Office Holders on behalf of the Committee of the above Entity declare:

1. The Auditor was provided with all documentation as detailed in clause 2.9.4 of the Finance Regulations.
2. In our opinion the audited Financial Report as set out in pages to
 - (a) Presents a true & fair view of the financial position of the Entity at the close of the financial year ending/...../....., and its performance for the year ended on that date is in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
 - (b) At the date of this declaration there are reasonable grounds to believe that the Entity specified above will be able to pay its debts as and when they fall due, ie, the Entity is not insolvent.
3. The accounts and records for the close of the financial year for the above Entity show:

Total of All Bank Balance(s):				
Value of Fixed Assets:				
Liabilities:				
Value of Insurance Cover:				
Name of Insurance Company:				
Does your Centre use Internet Banking?	Read Only	Y / N	Payments	Y / N

4. This declaration is made in accordance with a resolution of the Committee and is signed for and on behalf of the incumbent Committee by:

	Name (Please Print)	Signature
President/Chairperson		
Secretary		
Financial Controller		
Dated this Day:		

(Please) Attach copy of the Auditor's Report

5. A copy of the Annual Report, Financial Report, and Auditor's Statements are Attached

Note: This declaration should be signed by the incumbent parties above who held office at the time of the Annual General Meeting and should be signed immediately at the close of the AGM to ensure that the incumbent parties are available.