

POLICY

TITLE: Financial Management and Investment Policy

RELATED DOCUMENTS/POLICIES:

KWA-GOV-001 Constitution for Kiteboarding Western Australia Incorporated
KWA-GOV-002 Board Charter
KWA-POL-001 Privacy Policy

APPLICABILITY: All Directors, stakeholders and members of Kiteboarding Western Australia Inc

APPROVAL: Motion to accept this document revision was moved, seconded and carried by the board of Kiteboarding Western Australia Inc during a meeting on 08 FEB 2022.

DOCUMENT NUMBER: KWA-POL-008

REVISION: 1

APPROVED:

Title	Electronically signed	Date (yyyy-mm-dd)
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REVISION LOG:

Version	Date (dd/mm/yyyy)	Description of Changes
1.0	09/02/2022	Initial Release

Financial Management and Investment Policy

The objective of this policy is to ensure that Kiteboarding Western Australia Inc (KWA), as an organisation, has prudent procedures and processes in place for managing their financial assets. Financial assets shall always be dealt with in a responsible and sustainable manner. KWA is committed to the implementation of sound day to day financial management practices with clear parameters and appropriate financial strategies in place to prevent any misuse of the association's funds.

In accordance with this policy, the Board shall

- Ensure a suitably qualified board member holds the position of treasurer; and to
- Maintain a suitable financial management system to track, store, monitor financial transactions, expenditure profit and loss of the association in a secure manner.

The KWA Board will review the financial position and performance of the organisation on a regular basis. An annual budgeting process shall be used to ensure that an adequate level of cash reserves is always maintained to ensure that the organisation can meet its financial obligations when they fall due.

All legal and taxation requirements shall be attended to and delivered on time.

An audit shall be completed, if necessary, in accordance with the Associations Incorporations Act 2015.

Cash reserves

The Board is authorised at their discretion to invest the cash reserves in term deposit with any Australian Prudential Regulation Authority (APRA) authorised deposit-taking institution domiciled in Australia. The risk profile of this class of investments attracts minimal risk.

Prior to making any investment decision the Directors will confirm the transaction complies with the Investment Strategy at a regular Board meeting.

Prior to any investment decision, consideration will be given to the organisation's projected cash flow to ensure that KWA will be able to pay its debts as and when they fall due.

The Board will review the Investment Strategy as a component of this policy on an annual basis, or as deemed appropriate based on the scale and scope of the association's asset position, operational activity, and surplus cash requirements.

Property and Assets

All items purchased by KWA including electronic equipment, and digital property are deemed to remain as property of KWA unless under a lease agreement or other contract. All KWA assets, however acquired, must be prudently managed and properly documented in approved asset registers. All assets shall be stored at KWA's approved storage facility when not in the possession of an authorised member.

Asset register

As a minimum, the asset register shall record a location and a responsible person for each asset. The Treasurer is responsible for the tracking, issuing, and monitoring of all KWA assets. The treasurer shall always have access to the storage facility. The treasurer is responsible for updating the board accordingly of damages, loss, theft, or replacement.

Loan or hire of KWA assets

KWA assets may not be lent out for public or private use or used by unauthorised people. All equipment and assets that are used for training, tournaments, events, or to carry out the duties of internal stakeholders, shall be signed out to the appointed person. In the event the asset is a training item or

equipment, suitable training on the usage of the item may need to be demonstrated. A bond or rental amount may also be taken by the association to ensure the return of the item and to cover potential damage.

Any stakeholder in possession of a KWA asset is responsible for the safekeeping and preservation of the item. The stakeholder may be liable for theft, loss, or damage.

Disposal of assets

The authority to dispose of an asset is to be approved and recorded by the Board. An item may be disposed of when they are:

- Missing or stolen; or become
- Damaged beyond repairs or repairs exceed new replacement; or become
- Unserviceable or obsolete; or become
- Outdated requiring an upgrade (electronics).

The asset once approved for disposal is to be removed from the asset register and recorded in the minutes.

Cash and Bank Accounts

The KWA Directors have delegated authority to operate bank accounts and term deposit accounts of the association. A minimum of three signatories should be added to accounts to allow for uninterrupted operation of the accounts should one signatory not be available.

KWA shall operate a minimum of two bank accounts:

- 1) Cash Reserves Holding bank account
This account shall be operated on a two-signatory basis i.e., two signatories are required to authorise transactions.
- 2) Transactional bank account
This account shall hold a working balance of \$5,000 and shall operate on a single signatory basis so that debit cards can be linked to the account for meeting daily operating and payroll expenses of the association.

If the board establishes a term deposit or money market account, this account will operate on two-signatory basis like the Cash Reserves Holding bank account.

Petty Cash

The treasurer may open and operate a petty cash float with no more than \$500 at their discretion for ad hoc or incidental association expenses.

Reimbursement of association expenditure

KWA understands that from time-to-time, people acting for the association will incur expenditure on behalf of the association. KWA will endeavour to ensure that these costs are minimised and will reimburse as appropriate. Reimbursement will be made to members and/or stakeholders that have used personal cash for official association business. The following standards are to be followed:

- Approval for more than \$100 must be given by the Executive Board before purchase;
- Travel expenses for official board or association business as per the KWA Constitution;
- Only lawful and approved expenditure shall be reimbursed;

- Stakeholders can not approve their own expenditure or reimbursement;
- No private expenses will be reimbursed; and
- No deposits will be refunded when found in breach of the KWA Terms and Conditions.

False declarations

Any Director, stakeholder, or member found to be in violation of these rules shall be deemed in breach of this Finance and Investment policy and the matter will be referred to the Board for consideration. In serious cases of financial misconduct, the responsible person(s) shall be reported to the appropriate law enforcement agency. Any Director, stakeholder, or member making false claims may result in legal or disciplinary action against the person(s).

Update and Review

This policy will be reviewed every two years.

The Kiteboarding Western Australia Inc contact person for this policy is the Treasurer. They can be contacted at

Treasurer of KWA: finance@kiteboardingwa.org.au