



# Finance Management Policy

## Aim

The aims of this policy is to ensure the club has good financial responsible practices to ensure the financial longevity of AUSC.

## Table of contents

<b>Aim</b> .....	<b>1</b>
<b>Table of contents</b> .....	<b>1</b>
<b>1 Revision</b> .....	<b>2</b>
<b>2 Application</b> .....	<b>2</b>
<b>3 Activity finances</b> .....	<b>2</b>
3.1 Snorkelling, scuba diving, and freediving .....	2
<b>4 Online Square Payments</b> .....	<b>2</b>
4.1 General Square Information .....	2
4.2 Payment Card Industry Data Security Standard (PCI DSS) Requirements .....	2
<b>5 Banking</b> .....	<b>3</b>
5.1 Accounts.....	3
5.1.1 Primary bank account.....	3
5.1.2 Underwater rugby account .....	3
5.1.3 Savings bank account .....	3
5.1.4 Term Deposits .....	4
5.2 Signatories.....	4
5.3 Payment to payees.....	5
5.4 Statements .....	5
<b>6 Expenses</b> .....	<b>5</b>
6.1 Spend authorisation .....	5
6.2 Cash & Cheque management.....	5
6.3 GST .....	5
6.4 Financial Accounts Review .....	6
<b>7 Document control</b> .....	<b>7</b>
<b>Appendix A Payees with increased payment limits</b> .....	<b>8</b>

## 1 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

## 2 Application

This policy applies to all members.

## 3 Activity finances

### 3.1 Snorkelling, scuba diving, and freediving

The following is to occur in respect of payments of dive activities (including hire of club equipment):

- All payments are to be made via the Square portal unless advised by the committee (typically for large club activities);
- Hire of equipment is to be paid for prior to the equipment leaving the clubrooms;
- Payment for air fill of personal cylinders is to occur prior to the cylinders being filled;
- Boat dive fees are to be paid before the dive;
- Late fees are to be paid in full before further equipment can be hired or club activities may be participated in.

## 4 Online Square Payments

The club has a business Square account to manage payments from members. Below is a basic outline over the club's Square implementation and account requirements:

### 4.1 General Square Information

- Square will process transactions daily and place the funds in the Society Cheque account;
- All payments made through Square must be refunded through Square if authorised;
- If the Square daily account balance becomes negative Square will automatically withdraw the required funds from the Society Cheque account;
- When deciding on product pricing consideration should be given to Square transaction fees;
- Square account administrators should be limited to selected committee members which would typically be executive committee members or Information Officer;
- Square products must provide sufficient description of the item to avoid discrepancies or confusion with club members.
- Sufficient records are to be maintained for a minimum of 3 months after the transaction is processed to safeguard against charge backs.

### 4.2 Payment Card Industry Data Security Standard (PCI DSS) Requirements

Credit card payments are governed by the PCI DSS requirements. These requirements are to be followed by any organisation processing credit card payments including the club. While Square manages many of the requirements on behalf of the club and significantly reduces the club's obligations the below points must be adhered to:

- Square products must be used wherever possible. If virtual terminal is to be used for a once-off payment the Credit Card details must not be stored in plain text.
- Square administrators must have an individual login to the administration interface and not share accounts or allow their password to become known to others;
- Square administrators are encouraged to use two factor authentication;

## 5 Banking

The club has three bank accounts with BankSA:

- Society Cheque account;
- Society Cheque account (underwater rugby); and
- Business Access Saver account.

It is recommended that at least \$1,000 be held in the Society Cheque account for payment of expenses, and anything in excess of what might be required in the short term should be transferred into the Express Saver account to take advantage of the higher interest rate.

### 5.1 Accounts

#### 5.1.1 Primary bank account

If authorised by the committee payment can be made online to the club's bank account. Details are:

- Bank: Bank SA
- Account type: Society Cheque Account (SCA) – Community and Sports Groups
- Account name: Adelaide University Scuba Diving Club
- Account BSB: 105-120
- Account number: 0203-07040

When depositing cash to the club account, the deposit is to have some text describing the payment, and details (source of funds e.g. "Coobowie Trip – May 2023") are to be emailed to [treasurer@adelaidescuba.com](mailto:treasurer@adelaidescuba.com).

Deposits and EFT into the club's bank accounts should be the exception rather than the rule.

#### 5.1.2 Underwater rugby account

On 20/11/2015, a bank account under underwater rugby was opened. This separate bank account should be maintained with minimal balance and available for future use if required.

Details are:

- Bank: Bank SA
- Account type: Society Cheque Account (SCA) – Community and Sports Groups
- Account name: Adelaide University Scuba Diving Club – Underwater Rugby
- Account BSB: 105-134
- Account number: 0785-75740

#### 5.1.3 Savings bank account

Details are:

- Bank: Bank SA
- Account type: Business Access Saver Account
- Account name: Adelaide University Scuba Diving Club
- Account BSB: 105-134
- Account number: 0789-66840

This account is the repository for club monies not required for day-to-day operations but may be required in a timeframe shorter than that of a Term Deposit.

The club also had a Portfolio Management account that was closed in 2009 due to the low interest rate of the account. The Express Saver account was opened shortly afterwards. However on 7/03/2016, this account was changed to the Business Access Saver account since this account had slightly higher interest, and was tailored towards businesses/societies, rather than individuals/personal.

#### 5.1.4 Term Deposits

The club may from time-to-time open Term Deposit (TD) accounts in order to take advantage of higher interest rates on funds not anticipated to be used over the deposit period. It is recommended that several smaller TDs be created rather than one large one. This will allow the club to access one TD if funds are required and incur only a modest loss of interest instead of 'breaking' a single large TD and losing more interest.

The opening or premature closing of a TD must be evidenced by a minuted resolution of the committee.

#### 5.2 Signatories

All bank accounts are to have a one-to-sign policy. That is, only one of the signatories is sufficient to conduct financial transactions. Although having a two-to-sign policy would offer increased security, it prevents electronic banking access.

Access to the club's bank accounts is to be limited on a common-sense basis. Only a minimum reasonable number of committee members are to have full banking access (usually the President, Treasurer and one other if required); other committee members may be granted restricted access allowing bank accounts to be viewed, but not allowing the making of transactions.

As part of the bank's requirements, changing of signatories in accounts should be accompanied by committee meeting minutes stating the new signatories. Figure 5-1 shows sample text that should be inserted in the minutes.

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Club operating and saver account: Bank SA Society Cheque Account (Account Number 020307040) and Business Access Saver Account (Account Number 078966840)

- AUSC would like to have (insert number e.g. four) signatories for this account, requiring full access (with phone and internet access), with a 'one to sign' policy;
- Suggested that it is changed to: President (insert name), Treasurer (insert name), and two Committee Members (insert name and insert name); and
- The following personnel is to have their access removed: Former President (insert name), former Treasurer (insert name), and two former Committee Members (insert name and insert name).

Underwater rugby operating account: Bank SA Society Cheque Account (Account Number 0785-75740)

- AUSC would like to have (insert number e.g. four) signatories for this account, requiring full access (with phone and internet access), with a 'one to sign' policy;
- Suggested that it is changed to: President (insert name), Treasurer (insert name), and two Committee Members (insert name and insert name); and
- The following personnel is to have their access removed: Former President (insert name), former Treasurer (insert name), and two former Committee Members (insert name and insert name).

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*Figure 5-1 Sample Committee Meeting Text to Change Bank Account Signatories*

A historical record of signatures can be found in the *AUSC Signatories Register*.

### 5.3 Payment to payees

Payment is limited to \$5,000 to payees accounts. Increasing the limit can be arranged with Bank SA, and a small number of organisations have been increased due to the need to pay for a major purchase of equipment etc.

### 5.4 Statements

Electronic statements are available for all BankSA accounts.

## 6 Expenses

### 6.1 Spend authorisation

Routine purchases for boat fuel and boat ramp fees may be made by any member.

Non-routine purchases for less than \$100 may be made by portfolio committee members without prior committee approval. For example, the Boating Officer might purchase boat cleaning materials.

Non-routine purchases (e.g. compressor filters) for greater than \$100 and less than \$500 require approval by a member of the Exec Committee.

Non-routine purchases (e.g. trip accommodation) for greater than \$500 require approval by the full Exec Committee and, if time permits, a simple majority of the full committee.

Reimbursement requests for all expenditures from personal accounts are to be made by emailing receipts and brief details to [treasurer@adelaidescuba.com](mailto:treasurer@adelaidescuba.com). Payment requests are to be made by emailing an invoice and details to the same email address.

### 6.2 Cash & Cheque management

The club discourages cash transactions and does not maintain a petty cash system.

Cash received by the Club is to be recorded on a receipt and treated as follows:

1. Deposited directly into the club's primary bank account with sufficient notation to enable the treasurer to identify the source and reason, or
2. Retained by the committee member who will EFT the amount to the club's primary bank account with the appropriate explanatory notation.

Notwithstanding the method employed, the receiver of the cash is to email the details to [treasurer@adelaidescuba.com](mailto:treasurer@adelaidescuba.com).

The issue of AUSC cheques is to be avoided if possible and not conducted without prior committee approval.

Receipt of payment in cheque form is to be avoided if possible. If a cheque is received, it is to be treated as for cash Option 1 above and deposited at the earliest opportunity. Cheques remaining undeposited for long periods become stale and worthless, and are an undue accounting burden.

### 6.3 GST

AU Sport & Fitness is registered for GST, so it can reclaim the GST portion back from the government. However, AUSC is not exempt from GST and must pay it when AU Sport & Fitness or anyone else presents the club with a Tax Invoice with a GST component.

#### 6.4 Financial Accounts Review

The new treasurer on the committee should review and check the previous year's finances, and advise the committee of the correctness or otherwise of them. If the treasurer is the same as the previous year, then another committee member should review the previous year's finances. The treasurer's responsibility in this regard is discharged by presenting the accounts to the committee and providing supporting documentation if it is requested.

AU Sport recommends that expertise should be sought to have the club's accounts audited by an independent person to ensure that all assets are properly represented on the balance sheet etc.

*(Reference: Mike Daws, Executive Officer, AU Sport, 1/09/2009)*

All Club financial records are to be made available for scrutiny on request by any Club member, providing they give the AUSC Treasurer reasonable notice.

## 7 Document control

Revision (Date)	Person	Comments
0 (15/11/2009)	<b>Author:</b> David Warren, Treasurer <b>Reviewed:</b> Emily Moskwa, Secretary <b>Approved:</b> Mostyn Walker, President	Document released to club membership.
1 (13/10/2015)	<b>Author:</b> David Warren <b>Reviewed:</b> Committee (via Meeting 13/10/2015) <b>Approved:</b> David Warren, President	Document reformatted. <ul style="list-style-type: none"> <li>• Changed Bank SA club name from Skindiving to Scuba Diving (Gail Jackman actioned this in 2014).</li> <li>• Deleted under petty expenses: "For membership, this will be a numbered receipt issued by either the Club or AU Sport.," as this is no longer relevant.</li> <li>• Payees with increased limit moved to Appendix.</li> <li>• Renamed Statements section to Monthly Statements.</li> <li>• Incorporated SOP 8 <i>Payment for Diving or Equipment Hire</i> (developed by Tim Brown).</li> </ul>
2 (22/12/2015)	<b>Author:</b> David Warren <b>Reviewed:</b> UWR Sub-committee Committee (via Meeting 22/12/2015) <b>Approved:</b> David Warren, President	<ul style="list-style-type: none"> <li>• Section 3 – Added cash section for underwater rugby.</li> <li>• Section 5 – Added Bank SA Society Cheque account for underwater rugby.</li> <li>• Section 5.1 – Added paragraph for one-to-sign policy. Removed note for cheques requiring two signatures.</li> <li>• Section 6 <i>Petty Cash</i> – removed cheques countersigned by two signatories, as not valid.</li> <li>• Section 7.1 <i>Underwater rugby</i> – Added section, with expectation requirement noted.</li> <li>• Section 7.2 <i>Auditing</i> – Changed AUSA to AU Sport.</li> </ul>
3 (11/03/2016)	<b>Author:</b> David Warren <b>Reviewed:</b> Committee (via e-mail 11/03/2016) <b>Approved:</b> David Warren, President	<ul style="list-style-type: none"> <li>• Section 5 – Closed Express Saver account, and opened Business Access Saver account on 7/03/2016. This account is more geared towards business/societies, rather than individuals/personal. For example, as of 11/2015, Express Saver account had 1.1%, vs 1.3% with the Business Saver account. <ul style="list-style-type: none"> <li>○ Figure 5-1- Changed accounts and added UWR account</li> </ul> </li> <li>• Section 6 – Renamed section from <i>Petty Expenses</i> to <i>Expenses</i>. Defined <i>Spend Authorisation</i> section clearly as Section 6.1.</li> </ul>
4 (6/04/2017)	<b>Author:</b> David Warren <b>Reviewed:</b> Committee (via meeting 6/04/2017) <b>Approved:</b> Modra Paulson, President	<ul style="list-style-type: none"> <li>• Section 4 – Added Square reader POS section</li> </ul>
5 29 May 2023	<b>Author:</b> Tim Brown & Jade Bruggeling <b>Reviewed:</b> Committee (via Meeting Date) <b>Approved:</b> Committee (via Meeting Date)	<p>Ref to AU Sport changed to AU Sport &amp; Fitness (letterhead). Amend cash payment to Square Store portal. Delete ref to petty Cash. Delete ref to UW Rugby except for mention of UWR bank account that may be repurposed in the future. Delete ref to cash spreadsheets and monthly reconciliation reports. 3.2. Delete ref to Square POS reader. 4 Add information and requirements regarding Square payments. Treatment of cash, cheques, Term Deposits. Authorisation for payments and reimbursements.</p>

## Appendix A Payees with increased payment limits

A number of accounts have had their limit increased, as shown in Table A-1. Reasons for the increased limit include the need to pay for a major kit of equipment, and AU Sport membership.

*Table A-1 Payee accounts with arranged increased payment limits*

<b>Account Name</b>	<b>Bank/Branch</b>	<b>BSB No.</b>	<b>Account No.</b>
AU Sport	Bank SA	032-152	138099
Pro-Diving Services	Westpac, Coogee, NSW	105-120	020398940