



# Cowra Show Society Inc

## Financial Policy and Procedure Manual

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# Introduction

The Cowra Show Society Inc Financial Policy and Procedure Manual provides the policies and procedures for financial transactions within encompassing entities of the Cowra Show Society Inc, including The Cowra Wine Show, The Australian National Single Vineyard Wine Show, The Cowra Spring Show, The NSW Dorset Championships and any future registered events held by the Cowra Show Society Inc. The Financial Policies and procedures are to be followed by all Committee, Stewards and Employees. It also provides guidelines Cowra Show Society Inc will use to administer these policies, with the correct procedure to follow.

Cowra Show Society Inc will keep all financial policies current and relevant. From time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

Any suggestions, recommendations or feedback on the policies and procedures in this manual are welcome.

These policies and procedures apply to all Committee, Stewards and Employees.

It should be noted that references made of the Committee, Stewards and Employees of the Cowra Show Society and the Cowra Show Society Inc ALSO INCLUDE the Committee and Stewards of the following:

The Cowra Wine Show

The Australian National Single Vineyard Wine Show

The Cowra Spring Show

The NSW Dorset Championships

# Financial Authorisation Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## Purpose of the Policy

All financial transactions as noted in this policy are to be authorised by the noted authorised person prior to the transaction being undertaken.

This policy is to be read in conjunction with other specific financial policies where relevant.

## Procedures

Prior to any of the following financial transactions being undertaken, the authorising person noted must authorise the transaction.

Where additional policy is noted, this policy must also be adhered to when undertaking the financial transaction.

<b>Financial Transaction</b>	<b>Authorised Person</b>	<b>Additional Policy</b>
Bank Accounts	President, Treasurer, Secretary	Bank Account Policy
Issuing Petty Cash	Show Society Treasurer Show Society Secretary	Petty Cash Policy
Members/ Sponsor/Customer	Executive Committee	Members Policy Sponsors/Sponsor/Customer Policy
Suppliers	Executive Committee	Supplier Policy Purchasing Policy
Purchasing	Executive Committee Cowra Show Secretary	Purchasing Policy
Purchasing Assets/ Equipment	Executive Committee	Purchasing Policy

<b>Financial Transaction</b>	<b>Authorised Person</b>	<b>Additional Policy</b>
Debt Collection	Cowra Show Treasurer Cowra Show Secretary	Members Policy Sponsors/Sponsor/Customer Policy
Payment of Invoices	Cowra Show Treasurer Cowra Show Secretary	Financial Authorisation Policy Petty Cash Policy Supplier Policy Purchasing Policy
Payments and Receipts on Show Days	Cowra Show Treasurer Cowra Show Secretary Executive Committee	Payments and Receipts Show Day Policy Financial Authorisation Policy Petty Cash Policy Supplier Policy

# Bank Account Policy

Version: 1.1

Policy Date: 3<sup>rd</sup> December 2020

## **Purpose of the Policy**

This policy sets out the requirements for use of bank accounts, including opening, closing authorisation, variations to terms and conditions, reconciliation of bank accounts and bank account transactions.

## **Procedures**

### **Opening Bank Accounts**

Any new bank accounts to be opened for the business must have the authorisation of the Executive Committee and be minuted in the Executive Meeting Minutes.

For each new bank account opened, the financial system must be updated, and the bank account registered by The Treasurer or Show Secretary

### **Bank Account Authorisations**

For monies withdrawn from any bank account, whether by cheque, EFT or other online payment method, there must be two persons authorising for each payment.

The authorised persons for bank account payments are:

The President

The Vice President

The Treasurer

1 X Executive Committee Member

The Show Secretary

Each payment made must be supported by invoice, receipt or other appropriate documentation and the authorisations such as purchase orders and authority to pay must be attached to this documentation prior to payment.

## **Variations to Bank Account Terms and Conditions**

Any variations to banking arrangements can be made or varied by the Executive Committee and be minuted in the Executive Meeting Minutes.

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The Treasurer and/or Show Secretary is responsible for updating the financial system and/or bank account register with the new information.

## **Closing Bank Accounts**

Where it is decided that a bank account is no longer necessary, the Executive Committee (and be minuted in the Executive Meeting Minutes) will authorise the closure of the bank account.

The Treasurer and/or Show Secretary will then be required to complete the following:

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge with the bank a letter, signed by the bank admin and 2 Executive Committee persons, advising of the closure of the account;
- meet the bank's requirements with respect to account closure; and
- update the financial system and bank account register.

## **Bank Account Transactions**

All deposits received must be banked within two (2) days.

Unallocated direct deposits of more than one (1) month, will be investigated fully to determine source of deposit. Where the source cannot be identified, the deposit will be allocated to a suspense account.

Cheques outstanding for more than twelve (12) months, will be reallocated back to the business through the financial system.

Where a payment stop on a cheque is required, this will be authorised by The Treasurer and/or Show Secretary

The Treasurer and/or Show Secretary will be responsible for carrying out the following duties regarding payment stop on a cheque:

- ensuring the cheque has not already been presented at the bank
- getting authorisation to action the stop payment using appropriate forms from the bank
- ensuring the bank receives notification of the stop payment notice
- receiving confirmation of action from the bank of the stop payment
- ensuring the details of the stop payment are kept in the stop payment folder.



# Petty Cash Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## **Purpose of the Policy**

Petty cash should be used to pay for small business expenses up to \$75.00. Where ever possible, payments should be made through the Accounts Payable System. All Payments above \$75.00 MUST be made through the accounts payable system to ensure that the requirements of the Australian Taxation Office are met.

## **Procedures**

### **Issuing Petty Cash**

Petty cash vouchers must be completed before any cash is taken from the petty cash float.

Only up to \$75.00 can be disbursed at any one time.

All petty cash vouchers issued must be approved by The Executive Committee, The Treasurer or The Show Secretary

Once the petty cash is spent, a receipt or invoice should be attached to the voucher and returned to petty cash with any balance of monies unspent.

All completed vouchers must have the following details included:

- issue date of voucher
- name of person issued the voucher
- amount of monies disbursed
- details of expense
- tax invoice or receipt
- signature of approval person.

### **Reconciling Petty Cash**

Petty cash float is to be reconciled monthly. This is the responsibility of The Treasurer and/or Show Secretary

All petty cash expenditure must be entered into the financial system once the petty cash has been reconciled.

The balance of monies and vouchers must equal the petty cash float amount before reimbursement can be made.

Reimbursement of petty cash will be authorised by The Treasurer and 1 other signatory.

# Members Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## Purpose of the Policy

This policy provides guidelines for members as per the Constitution

## Procedures

### Register of Members

(1) The Secretary must establish and maintain a Register of Members of the Society specifying the name, postal and/or residential address, email address, and phone/mobile number of each person or organisation who is a Member of the Society together with the date on which the person or organisation became a Member.

(2) The Register of Members must be kept in New South Wales at the principal place of administration of the Society.

(3) The Register of Members must be open for inspection, free of charge, by any Member of the Society at any reasonable hour.

(4) A Member of the Society may obtain a copy of any part of the Register on payment of a fee of not more than \$1 for each page copied.

(5) If a Member requests that any information contained on the Register about the Member (other than the Member's name) not be available for inspection that information must not be made available for inspection.

(6) A Member must not use information about a Member obtained from the Register to contact or send material to the Member, other than for:

(a) the purpose of sending the Member a newsletter, a notice in respect of a meeting or other event relating to the Society, or

(b) any other purpose necessary to comply with a requirement of the Act or the Regulation.

(7) If the Register of Members is kept in electronic form:

(a) it must be convertible into a hard copy, and

(b) the requirements in subclauses (2) and (3) apply as if a reference to the Register of Members is a reference to a current hard copy of the Register of Members.

## **11. Fees and Subscriptions**

(1) A Member of the Society must, on admission to membership, pay to the Society a joining fee as determined from time to time by the Executive Committee.

(2) In addition to any amount payable by the Member under subclause, a Member of the Society must renew their membership and pay an annual membership fee, as determined from time to time by the Executive Committee, on/before August 31st of each year. Payment of the annual membership fee renewal after this date will require the payment of an additional ten percent (10%) administration fee.

(3) The annual membership subscription period is for twelve (12) months from September 1<sup>st</sup> through August 31st. New memberships commence from the date that the application was approved until the expiration of the current subscription period.

# Supplier Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## Purpose of the Policy

All suppliers to the Cowra Show Society must be reviewed and accepted in accordance with this policy to ensure that the supplier service is aligned with the Cowra Show Society objectives.

## Procedures

### Choosing a Supplier

A supplier must provide the Cowra Show Society with a quality product, exceptional service, competitive pricing as well as efficient delivery.

For each supplier the following information table must be completed.

### Supplier Selection Background Information

Business Name of Supplier: \_\_\_\_\_

Location of Supplier: \_\_\_\_\_

Products/Services provided by supplier: \_\_\_\_\_  
(Attach a list if necessary)

Name of business owner/ sales representative: \_\_\_\_\_

How many years has the supplier been trading?: \_\_\_\_\_

### Supplier Selection Review Checklist

For each supplier the following checklist must be completed

Is the supplier pricing competitive? Attach list to this checklist: \_\_\_\_\_

What are the payment terms for this supplier? \_\_\_\_\_

What is the return policy for this supplier: \_\_\_\_\_

Does the supplier provide warranties, guarantees etc.?: \_\_\_\_\_

Are the suppliers representatives knowledgeable of the products/ services and industry?: \_\_\_

Is there an alternative to this supplier, has the alternative supplier been considered?: \_\_\_\_\_

What are the delivery services of the supplier?: \_\_\_\_\_

Has a credit check been undertaken for the supplier (attach to this checklist) : \_\_\_\_\_

Has the supplier been trade checked (attach this to this checklist): \_\_\_\_\_

### **Appointment of Supplier**

The appointment of a supplier will be authorised by The Treasurer.

All relevant details of the supplier will be entered into the financial system by the Show Secretary once approval is obtained from the Treasurer.

The Show Secretary will review information entered into the financial system and independently verify the bank account or other payment details of the supplier to ensure payments made are to the correct supplier.

### **Supplier Payment Terms**

All purchases from suppliers must be supported by a purchase order – refer to the Purchasing and Stock control policy.

Payment terms for all suppliers must be reviewed by the Treasurer and Show Secretary on an annual basis. Following this review each supplier must be approached to seek improved payment terms by the Show Secretary.

### **Additional Policies for Suppliers**

Purchasing Policy

Stock Control Policy

# Purchasing Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## Purpose of the Policy

This policy provides guidelines for the purchase of goods, services, equipment and assets for the Cowra Show Society Inc.

This policy is applicable for all purchases over \$75.00

Where items to be purchased are less than \$75.00 then the petty cash policy is to be used.

## Procedures

### Request for Purchase

All purchases for business items must be requested through a purchase order.

All items over the value of \$75.00 must be supplied by authorised suppliers – refer to the Suppliers Policy

For items over the value of \$500.00, three quotations must be provided.

A request for purchase must address the following criteria:

- purchasing that promotes environmental sustainability
- value for money
- preference to Australian/ locally produced.

All purchase orders must be authorised within the following guidelines:

Items Purchased	Persons Authorised	Second Authorisation
Stock	Secretary	Executive Committee
Equipment	Executive Committee	Treasurer
Assets	Executive Committee	Treasurer
Show Day Purchases	Chief Steward	Executive Committee

All authorised purchase orders are to be copied and one distributed to accounts payable with estimated payment date and one to the Supplier.

## **Equipment Asset Purchases**

All equipment and asset purchases must be entered in the financial system by the Treasurer and/or Secretary with the following details included:

- date of purchase
- supplier
- make, model, warranty/guarantee information.

## **Service Agreements**

All agreements for the provision of services to the business are to abide by this policy.

## **Receipt of Purchases**

All purchases received are to be checked against purchase order and noted as correctly supplied.

Once correct receipt has been recorded, this will be recorded on purchase order and forwarded to accounts payable for payment of purchase.

## **Additional Policies for Purchasing**

Petty Cash Policy

Stock Control Policy



# Stock Control Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## **Purpose of the Policy**

This policy provides guidelines for monitoring and managing the amount of stock within the business to ensure that there are suitable levels of stock available to Sponsor/Customers at all times. This policy covers such items as cleaning materials, crockery, cutlery and flatware as well as cooking utensils and stationery.

It is the Executive Committee's responsibility to ensure that the stock control policy is adhered to by all Committee, Stewards and Employees.

## **Procedures**

### **Purchase of Stock**

It is the Secretary's responsibility to:

- 1) identify core stock and ensure that appropriate levels are held at all times
- 2) monitor all stock levels
- 3) negotiate with suppliers for best price, quality, delivery methods and returns policy
- 4) order all stock required
- 5) maintain "preferred suppliers" list
- 6) keep up to date with Sponsor/Customer and market trends and seek out new products for recommendation to the Executive Committee.

All stock purchases must be requested by using a purchase order form and adhere to the purchasing policy.

### **Receiving Stock**

When stock is received from the supplier, it is the Secretary's responsibility to:

- review delivered items to delivery docket, including quantity, quality and completeness of order
- match delivery docket to purchase order

- follow up and ensure correct stock order will be received where there is under/over-supply, damaged goods etc.
- store the stock securely and in appropriate area
- update all stock records for receipt of goods
- inform the supplier of any under/over supply or damaged goods.

## **Managing Stock**

It is the Secretary's responsibility to:

- identify core stock and ensure that appropriate levels are held at all times
- monitor all stock levels and stock turns
- monitor re-order levels and ensure orders are placed in adequate time to reduce non-availability of core or necessary stock items
- ensure that there are adequate controls (physical and administrative) in place to minimise theft and/or waste of all stock items
- organise and oversee physical stock take quarterly and match records of stock take to administrative and financial records.

## **Additional Policies for Stock Control Policy**

Purchasing Policy

Financial Authorisation Policy

Supplier Policy

# Sponsor/Customer Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## **Purpose of the Policy**

All Sponsor/Customer of the Cowra Show Society Inc must be reviewed and accepted in accordance with this policy.

## **Procedures**

### **Choosing a Sponsor/Customer**

A Sponsor/Customer must support the vision of the Cowra Show Society Inc}.

For each Sponsor/Customer the following information table must be completed prior to agreeing services.

### **Sponsor/Customer Background Information**

Business Name of Sponsor/Customer:

Location of Sponsor/Customer:

Products/Services required by Sponsor/Customer:  
( Attach a list if necessary)

Name of business owner/ sales representative:

How many years has the Sponsor/Customer been trading?:

### **Sponsor/Customer Review checklist**

For each Sponsor/Customer being considered the following checklist must be completed:

- Have trade references been sourced for the Sponsor/Customer? (Attach copies)
- Has the Sponsor/Customer been informed of the trade terms of {Insert payment terms here e.g. 30 days from invoice} and agreed to these terms?

### **Appointment of Sponsor/Customer**

The appointment of a Sponsor/Customer will be authorised by the Executive Committee.

All Sponsor/Customers must be given a Sponsor/Customer Letter which must be signed and returned by the Sponsor/Customer before any sales are to take place.

All relevant details of the Sponsor/Customer will be entered into the financial system by the Treasurer and/or Secretary once approval is obtained from the Executive Committee.

The Secretary will review information entered into the financial system to ensure all information is correct.

## **Sponsor/Customer Credit Terms**

All Sponsor/Customer payment terms must be 7 days Nett.

Where a Sponsor/Customer has requested longer payment terms than the policy, this should be referred to and authorised by the Treasurer.

## **Additional Policies for Sponsor/Customers**

Sponsor/Customer Debt Collection Policy

# Payments and Receipts Show Day Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## **Purpose of the policy**

This policy is to ensure that the Cowra Show Society Inc Policies and Procedures relating to financial management are adhered to on event days.

## **Procedures**

### **Budgets**

Budgets will be completed for all sections of the Show Day. This will include sponsorship, expected entry fees, prizemoney for each competition area, judge's costs, meal costs and all other expenses that may be incurred. The budgets should be completed 6 months prior to the Show commencement and forwarded to the Secretary for collation for the Executive Committee.

### **Prior to the Show Day**

The Treasurer and/or Show Secretary will collate a list of all outgoing payments required by Stewards. This will be taken from the Steward Section Competition and Prize Lists, The Section Budget and the Section Competition List completed at least 6 months prior to the Show Date. The Outgoing payments will then be sent to the Bank four (4) weeks prior to the commencement of the Show, with a breakdown of the payment requirements. This will be collected from the Bank by The Treasurer and/or secretary prior to the Show commencement. Stewards will also need to complete a Purchase Order for ALL payments over \$75.00 for authorisation

### **Receipts on Show Day.**

Stewards will complete a record of all receipts (monies received) as entry into competitions. These will need to be balanced with the total number of entries for that competition or event. The monies will then be handed to the Treasurer on the day that entries are completed.

The Treasurer will then check that the receipts submitted is equal to the entry fee multiplied by the number of entries. A separate banking sheet will be completed for each section on each day.

### **Payments on Show Day**

All payments on show day MUST be made in accordance with legislative requirements.

ALL suppliers of any goods and services (Judges, Contractors, Suppliers etc.), who supply goods and services over the value of \$75.00, will need to quote an ABN on an invoice. If an ABN is not quoted when the payment is due, the Cowra Show Society will withhold tax from the payment at the rate of 47% (from 1 July 2017) under the PAYG withholding system.

If a Supplier of good and services does not have an ABN they may complete an ATO Statement by Supplier. They will also need to supply a written statement to the effect that the supply is either: made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or wholly of a private or domestic nature (from the supplier's perspective).

Where possible, payments will be made by Electronic Funds Transfer (EFT). Suppliers of goods and services will be required to supply payment details on invoices.

ALL Suppliers of goods and services on Show Day will be checked against the budgeted costs for that section for the day.

ALL Suppliers of Goods and Services on Show Day, will require an authorised Purchase Order to be matched with the supplier Invoice, prior to payment being made.

### **Prize Money Payments on Show Day**

All prize monies will be made via the Treasurer's office in the Show Pavilion.

These will only be made if the contestant has the necessary prize notification such as the prize card. Monies will then be taken from the prize pool for that section. The entrant will then sign that they have collected the prize monies.

### **Miscellaneous**

The Treasurer will complete a running total for each section against the budgets supplied for each section.

This procedure cannot be varied unless an application is made by the relevant stewards three (3) months prior to the show commencement.

### **Additional Policies for Payments and Receipts Show Day**

Bank Account Policy

Petty Cash Policy

# Sponsor/Customer Debt Collection Policy

Version: 1.1

Policy Date: January 3<sup>rd</sup>, 2020

## Purpose of the Policy

This policy provides guidelines for the collection of late payments from Sponsor/Customers.

## Procedures

An aging debtor report is to be run weekly, two months prior to shows and monthly thereafter. All overdue Sponsor/Customer payments are to be noted and the following procedures undertaken until recovery of outstanding amounts.

- **First Contact:** Once the payment is overdue, phone or email the Sponsor/Customer. Remind them that payment is due and has not been received. Ask them when they will be paying and keep a record of the conversation or email. Remember to be nice, they may have forgotten or paid into the wrong bank account.
- **Overdue reminder:** If they do not respond to the phone call or email, try contacting someone else in the business. Let them know who you are trying to contact. This often results in a return response from either the person you were trying to contact or someone else from the business. Make a note of all conversation details on the overdue Sponsor/Customer payment record.
- **Final notice:** When a payment is overdue for 60 days a final notice is to be sent either by phone or email. A record of this notice must be entered onto the overdue Sponsor/Customer payment record
- **Direct contact:** Where there has been no response to the final notice within 14 days then the Treasurer and/or Secretary must either visit the Sponsor/Customer or phone where previous contact has been by email. The purpose of this step is to secure a date of payment. A record of this notice must be entered onto the overdue Sponsor/Customer payment record.
- **Formal letter of demand:** Where payment remains outstanding {insert number of days here} and there has been an unsatisfactory response from the Sponsor/Customer, authorisation from {insert relevant job title here} for the formal letter of demand to be issued must be obtained. Once authorised this letter is to be sent via registered mail and a record of this notice must be entered onto the overdue Sponsor/Customer payment record.

- **Debt collection agency:** Where the amount outstanding is in excess of {insert amount here} and {insert relevant job title here} has approved, a debt collection agency is to be appointed to recover the debt.
- **Write off debt:** Sponsor/Customer payments that remain outstanding for {insert number of days here} are to be written off as bad debts and no further sales are to be undertaken with that Sponsor/Customer without approval from {insert relevant job title here}.

## **Unpaid Members Fees**

The annual membership subscription period is for twelve (12) months from September 1<sup>st</sup> through August 31<sup>st</sup>. New memberships commence from the date that the application was approved until the expiration of the current subscription period.

Cessation of membership occurs when the member fails to pay their annual fee under Clause 11.(2) within thirty (30) days of the fee being due.

Invoices for Membership fees will be sent out in the first week of August each year.

**First Contact:** This should be completed in September, explaining that membership period and enquiring whether or not the member wishes to maintain their membership. Notes should be made against the members name accordingly.

**Second Contact:** This should be completed prior to the commencement of the show, advising the member that payment should be made within 7 days to maintain the membership.

**Post Show Members Review:** Members that have not renewed their membership should be investigated and discussed by the Executive committee.