

GDNA Financial Management Policy		Approval Date:	21 February 2023
		Review Date:	November 2022
		Version No:	2
President:	Sign:	Name Scott Byrne	
Delegate:	Sign:	Name Karan Campbell	

PURPOSE

To ensure that the club's finances are handled responsibly and to enable the implementation of sound day to day financial management practices with clear parameters.

POLICY STATEMENTS

The Committee of GDNA will ensure that:

- A suitably competent person is recruited to the role of Treasurer
- Adequate support by means of a financial sub-committee or advisory group is established if needed
- A budget is available to purchase up to date financial software if needed
- An approved budget for the year is determined and that expenditure is within budget
- Sufficient income is available to meet the budget requirements
- All funding agreements are adhered to and acquitted as required
- Monthly financial management reports are produced and presented to the next Committee Meeting
- All legal and taxation requirements are attended to and delivered on time
- An audit is completed if necessary, in accordance with the Associations Incorporations Act
- Decisions regarding investment are resolved by the Committee

PROCEDURES

Goulburn District Netball Association will abide by the standard procedures listed below.

- Prioritise setting yearly fees at January committee meeting each year.
- Decide whether to use cash or accrual-based accounting
- Two signatures are required on all cheques / for all accounts
- The Treasurer and minimum two other Committee Members are authorised to operate the club bank accounts
- A limit of \$100 may be authorised by the Treasurer without the approval of the committee
- Monthly Financial reports are prepared for Committee Meetings and distributed before the meeting
- Any variances to the budget are explained to the Committee Members
- A bank reconciliation will be undertaken at the end of each month to ensure receipts and payments balance with deposits and withdrawals
- Appoint a suitably qualified auditor if required
- After audit, develop a subsequent action plan to respond to the auditor's report
- If Incorporated, the Club will submit an annual return to Consumer Affairs by the given date
- Committee will decide annually how the profits from the canteen will be disbursed within the association.

GDNA Billing and Debt Recovery

Goulburn District Netball Association will abide by the procedures listed below.

- Registration to GDNA will be completed electronically each year using Netball Australia approved online system by participant.
- Cut-off determined yearly and published in GDNA calendar.
- Payments accepted via direct deposit, online via credit card or cash.
- Payments via cheque accepted with approval from treasurer and authorised alternate GDNA signatory.
- Full registration fee is to be paid upfront before player may take the court.

GDNA Representative Billing and Debt Recovery

Goulburn District Netball Association will abide by procedures listed below.

- Initial bill generated by end of February by Treasurer in consultation with Representative Coordinator. Payment plan option included as outlined in Representative Handbook.
- All uniform purchases must be paid in full prior to receiving uniform.
- Treasurer to notify debtor in conjunction with relevant team manager of overdue account in writing
- Negotiation between any 2 of the following committee members: Treasurer, President, Representative Coordinator and debtor of payment plan.
- Follow up in writing with payment plan confirmation of negotiated terms.
- Following non-payment after amended terms, overdue notices shall be sent in writing including account statement.
- Overdue statements will attract an overdue fee set each year by GDNA committee at January meeting.
- Any credit from fundraising is non-refundable.
- Representative players will not be permitted to attend any carnivals if their first representative deposit has not been paid in line with instalment guidelines in the Representative Handbook.
- Representative bills and payment plans must be finalised by 1st October in the year of play.
- Players who fail to finalise Representative Accounts as per the Representative Handbook or approved payment plan will be ineligible for representative selection in future years until outstanding accounts have been finalised.
- Players who fail to finalise Representative Accounts as per the Representative Handbook or approved payment plan will be ineligible to participate in any GDNA competition until outstanding accounts have been finalised.