



**Murraylands  
Gymnastics  
Academy**

# **Financial Procedure and Policy**

**Date of Approval: 11 August 2024**

**Version: 1.0**

**Review Date: 1 July 2025**

**Policy Type: Operational**

**Based on the MGA  
Constitution  
&  
Inclusion Policy by  
Gymnastics Australia Version  
4.0 2021**

**August 2024**



## Table of Contents

<b>1 Murraylands Gymnastics Academy Policy Overview and Mission .....</b>	<b>3</b>
<b>2 Financial Mission .....</b>	<b>3</b>
<b>3 Roles .....</b>	<b>3</b>
<b>4 Budgets .....</b>	<b>4</b>
<b>5 Statements .....</b>	<b>4</b>
<b>6 Auditing .....</b>	<b>4</b>
<b>7 Banking .....</b>	<b>4</b>
<b>8 Petty Cash .....</b>	<b>5</b>
<b>9 Disbursements .....</b>	<b>5</b>
<b>10 Reimbursements .....</b>	<b>5</b>
<b>11 Accounts Receivable .....</b>	<b>5</b>
<b>12 Accounts Reconciliations .....</b>	<b>5</b>
<b>13 Large Purchases .....</b>	<b>6</b>
<b>14 Conflict of Interest .....</b>	<b>6</b>
<b>15 Capital Expenditures .....</b>	<b>6</b>
<b>16 Donations .....</b>	<b>6</b>
<b>17 Payroll .....</b>	<b>6</b>
<b>18 Investments .....</b>	<b>7</b>
<b>APPENDIX A–Procedures .....</b>	<b>8</b>
<b>APPENDIX B–Business Record Retention Schedule .....</b>	<b>9</b>



## 1. MGA Mission

Murraylands Gymnastics Academy (MGA) mission is:

- A) promotion of good fellowship amongst girls and boys by means of gymnastics and to promote the said club for the better protection of their separate and collective interests.
- B) to promote, encourage and improve gymnastics.
- C) the promotion, control and conduct of competitions in gymnastics.
- D) the promotion, control and conduct of tours for educational and competitive purposes.
- E) social sporting and athletic advantages and to promote goodwill and fellowship amongst its members.

## 2. MGA Financial Policy and Procedure Mission

MGA Financial Policy and Procedure Mission is to create financial stability, protect academy assets, ensure accurate records, provide framework of operating standards and behavioral expectations and ensure compliance with federal, state and local reporting requirements.

This policy and procedure manual may be added to, altered, repealed or otherwise amended by the vote of a two-thirds majority of the members present and entitled to vote at any General Meeting of the Association. Notice in writing of the intention to amend, alter or repeal any part of the Policy must be given to the Secretary at least one calendar month before a General Meeting or Special General Meeting for that purpose. The notice of the proposed amendment shall give details of the exact terms of the proposal and such information shall be included by the Secretary in the notices of the General Meeting to be sent to Registered Members, Life Members and Members of the Committee of Management.

## 3. Roles

### 3.1 Treasurer:

Has authority to choose auditor, perform regular, in-depth reviews of the organisation's financial activities, develop annual budget and wages.

The Treasurer shall:

- i) Accept, receive and deposit all money due to the club and shall pay the same to credit of the Club into such bank account as the Committee of Management shall from time to time direct.
- ii) Keep correct accounts and books showing the financial affairs of the Club.
- iii) Make up the annual statement of account and balance sheet of the Club and present the audited financial report at the Annual General Meeting and make the same available for inspection by the members at all times prior to the Annual General Meeting.

### 3.2 President:

Has whatever authority to complete all financial tasks where treasurer is unavailable up to the amount of \$200 without Committee of Management approval.

### 3.3 Payroll Officer:

Has whatever authority to complete all payroll tasks.



## 4. Budget

The MGA, led by the treasurer and approved by Committee of Management, will annually assess the Academy's budget. The budget will be monitored by financial year statements of accounts and adjusted accordingly. The budget is to be reviewed mid-year with necessary changes to reflect conditions. The Committee of Management only need approve if changes exceed \$200.

## 5. Statements

Monthly financial statements to be presented prior to monthly general committee meetings for review. A financial overview of profit and loss statement at end of month are provided to Committee of Management.

## 6. Auditing

The Financial Affairs of the Club shall be subject to audit prior to the Annual General Meeting. The financial year shall begin on the 1st July and end on 30th June each subsequent year. An accredited auditor shall be appointed at each Annual General Meeting by majority of the members present and entitled to vote.

## 7. Banking

### General:

The Committee of Management chooses a financial institution, as advised by the Treasurer, which provides the most appropriate services for the lowest cost. The location of the financial institution is taken into account.

Separate bank accounts are maintained for tax and superannuation expenses (Cash Manager Account) and operating & payroll expenses (Business Account).

The Business Account maintains sufficient funds to meet all anticipated expenditures. Generally, a balance between \$5,000 and \$50,000 is sufficient.

The Cash Manager Account maintains only enough funds to cover the monthly tax and superannuation expenses. Necessary funds are transferred from the operating & payroll account to the tax and superannuation account just prior to payday.

### Deposits:

In general, deposits are made weekly. Amounts greater than \$5000 are deposited by the next business day. Amounts less than \$250 may remain undeposited.

All funds are deposited in an assigned financial institution, with the exception of petty cash (*see 9.0 Petty Cash*). The deposit receipt is attached to the deposit record.



## 8. Petty Cash

A petty cash account is kept at the discretion of the Treasurer. Petty cash is used only when it is necessary to pay for goods or services by someone who does not receive EFT and to provide adequate amount of change at fundraising events where cash is accepted. A requisition form is completed for each transaction and a receipt acquired upon payment.

Petty cash disbursements are limited to \$100.00.

Total petty cash funds do not exceed \$200.00, except where more funds are needed for change at fundraising events. When funds drop below \$50.00, the Treasurer may replenish the account.

Alternatively, petty cash may be replenished by depositing some cash into the petty cash account that would otherwise be deposited into the Business Account. Full documentation for this deposit should be retained.

Petty cash can be disbursed only with the approval of the Treasurer. Petty cash requisitions are reviewed and coded by the Treasurer. Actual funds are managed and kept in a locked, fire-resistant box by the accounting assistant.

The petty cash account is reconciled by the Treasurer prior to replenishment and at least monthly.

## 9. Disbursements

Invoices are paid in a timely manner, generally fortnightly, and before late penalty charges apply.

## 10. Reimbursements

A reimbursement form is prepared and approved when requesting personal reimbursement for MGA expenses. Relevant invoices and receipts are attached.

## 11. Accounts Receivable

Invoices for grants receivable are sent out, by email, as soon as practical in accordance with the terms of the grant agreement or contract. A copy of each invoice is kept in the appropriate grant A/R file with a notation of the date it was sent. When payment is deposited, a copy of the check stub is attached to the invoice, which is then notated with the date paid and marked "PAID."

Invoices for other accounts receivable are kept in a general A/R file. When payment is deposited, these invoices are marked "COMPLETE" and transferred to an A/R received file.

## 12. Account Reconciliations

Bank reconciliations are done at a minimum monthly.

Other balance sheet accounts are reconciled at least quarterly.



### **13. Large Purchases**

Purchases greater than \$200 are approved by at least three (3) members of the Committee of Management.

Purchases greater than \$1000 are approved by majority vote of the Committee of Management.

Generally, MGA seeks three quotations for purchases greater than \$1000 where at least three suppliers are available for that service or product.

### **14. Conflict of Interest**

Purchases of goods or services are not made from any employee or Committee of Management member of MGA. Members of the Committee declare any conflict of interest with regard to financial terms.

Purchase of personal items for employees or directors is not made.

### **15. Capital Expenditures**

Tangible assets exceeding \$500 and expected to last longer than a year are classified as capital assets and included in an inventory record. The capital assets inventory record contains descriptions, serial numbers, dates of purchase or receipt, valuations, dates of valuation and item locations.

A depreciation schedule is prepared annually by the auditing firm.

### **16. Donations**

Donated capital assets are recorded at fair market value if it can be reasonably estimated. The nature and amount of the donated capital assets is disclosed.

The value of donated materials and services is recorded at a reasonable estimate. The value does not exceed the value at which the organisation could have purchased those materials and services.

### **17. Payroll**

All personnel salary and wage rates are authorised by the Treasurer or the Committee of Management. All changes in employment are likewise authorised by the Treasurer or the Committee of Management.

Employees are paid on a fortnightly basis.

All employees (hourly and salaried) are responsible for submitting complete time sheets on a fortnightly basis, with final time sheets due on each employee's last working day of the fortnight. All time sheets must be signed and dated by employees and their supervisors. Electronic time sheets may be used for efficiency and accuracy. Incomplete time sheets are returned to employees for correction and may result in delayed payment.

Personnel records are kept by the Treasurer for all current staff.



## 18. Investments

The investment objectives of MGA, in order of importance, are the safety of principal, liquidity, and a competitive rate of return. Investment restrictions may, at the discretion of the Committee of Management, include such issues as quality, diversification requirements, or social issues.

The Treasurer has primary responsibility for advising the Committee of Management on investment policy and for establishing any specific guidelines as to the mix and quality of the investment account(s).



## **APPENDIX A–Procedures**

### **Deposits**

All cash received are recorded on receiving via Electronic record keeping (IClassPro).

All funds are placed in a locked box until preparing the deposit.

A deposit record provided by the bank to show a total of all funds received and deposited. None of these funds are used to pay for expenses of any kind. Notes are added for any discrepancies.

### **Disbursements**

All payments, except petty cash, are made by electronic transfers and are accompanied by substantiating documentation. Documentation may be an invoice (bill) or requisition form.

All invoices are marked with the date received and are directed to the Treasurer.

Invoices are reviewed to ensure that the goods were received or services rendered.

Each invoice is approved by the appropriate manager, Treasurer or President.

After approval, invoices are passed to the Treasurer for entering a bill into Accounts Payable and processed on the following pay-run.

### **Account Reconciliations**

Bank accounts are reconciled monthly against the account statement. Other balance sheet accounts are reconciled quarterly using the MGA Reconciliation Statement. Supporting documentation is either attached (as for Petty Cash) or the location is referenced (as for Grants Receivables files). Individual documentation, such as the number of a check or journal entry, may be referenced in the Details Column of the Reconciliation Statement.

### **Payroll**

A typical fortnightly payroll process begins with receiving of a payroll timesheet by the employee via electronic sheet, to be approved by the Head Coach and/or Treasurer, specifying each day with time & responsibility (Coaching/Admin).

Once the data is received & collated by the payroll officer, it is checked for quality like correctness, adherence to policy or law and for authorisations, if any. The verified data is entered in the payroll system and processed to arrive at gross and net salary of each employee.

Once these are checked and approved for payments, net salaries are paid to employee nominated bank accounts while pay slips remittances are processed.

Pay slips are generated from the system and distributed to respective employees while various reports are generated for ATO purpose.

Accounting entries are passed to capture payroll costs in the books of accounts. Finally, any salary-related queries from employees are responded to their satisfaction.





## APPENDIX B—Business Record Retention Schedule

Accident Reports and Claims (settled cases).....	7 years
Accounts Payable Records.....	7 years
Accounts Receivable Records.....	7 years
Audit Reports.....	Permanently
Articles of Incorporation.....	Permanently
Annual Audit Reports.....	Permanently
Bank Statements and Reconciliations.....	3 years
Budgets.....	10 years
Bylaws.....	Permanently
Cash Receipt Records.....	7 years
Checks (cancelled).....	7 years
Checks for important payments such as taxes, special contracts, etc. should be filed with the papers pertaining to the transaction and kept.....	Permanently
Contracts & Leases (expired).....	7 years
Contracts & Leases (active).....	Permanently
Corporation Reports.....	Permanently
Correspondence with vendors.....	1 year
Correspondence (general).....	3 years
Correspondence (legal).....	Permanently
Disbursement Requests.....	7 years
Deposit Slip Duplicates.....	2 years
Employee Records (after termination).....	Permanently
Employment Applications.....	3 years
Financial Statements.....	Permanently
Fixed Assets Records.....	Permanently
Grant Award Letters.....	10 years
Insurance Records, Accident Reports, Claims, Policies, Certificates.....	Permanently
Invoices.....	7 years
Leases (after expiration).....	6 years
Minutes.....	Permanently
Payroll Records.....	6 years
Property Records.....	Permanently
Purchase Orders.....	7 years
Tax-exempt status documents and all documents and correspondence dealing with the ATO.....	Permanently