



## POLICY STATEMENT

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TWOOSH provides a professionally run service where both financial and legal obligations are met. Our focus is on providing high quality care at an affordable price. We endeavour to provide resources that encourage children to engage and explore the environment in a connected and meaningful way.

## REFERENCES AND CONSIDERATIONS

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- Staff Awards
- Goods and Services Tax (GST)
- Funding and Operational Agreements incl. CCS
- Incorporation Act (2009)
- Income Tax Assessment Act (1997)
- Superannuation Act (2005)
- Insurance Requirements
- National Quality Standards 7.1
- Quality Practices Guide 8.1
- Child Care Subsidy (CCS)

## PROCEDURE

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### Management Committee role

The Management Committee is responsible for the overall financial management of TWOOSH. The primary responsibility of the Management Committee is to set the annual operating budget for each calendar year. Once accepted by the Management Committee, this budget will be delegated to the Director to manage.

### Delegation of authority

The Management Committee delegates authority to the Director to operate within the budget. The budget must not be exceeded within any given calendar quarter without Management Committee consent.

- ◆ Single-item expenses over \$1000 must be approved and minuted by the President, Vice President or Treasurer.
- ◆ Single-item expenses over \$5000 must be approved and minuted by the Management Committee.

### Bank accounts

TWOOSH will keep the following accounts:

- ◆ Transaction account
- ◆ Debit card account with linked debit cards for use by Director or Assistant Directors
- ◆ Term deposits – as agreed by the Management Committee including one term deposit designated to secure staff entitlements.

## Specific responsibilities

### Director

The Director will be responsible for the day-to-day financial management of TWOOSH which includes:

- ◆ ensuring the delegation of authority is adhered to by all Educators
- ◆ notifying the Management Committee of forecast expenses, including asset replacement
- ◆ recording student attendance
- ◆ ensuring Educators are recording the hours they have worked
- ◆ issuing fee invoices
- ◆ submitting BPAY transactions for fee collection
- ◆ validating invoices and forwarding them to the bookkeeper for payment
- ◆ approving payments via online banking
- ◆ allocating and reconciling petty cash
- ◆ purchasing equipment
- ◆ paying bills as required by the due date
- ◆ arranging for cheques to be signed as required
- ◆ ensuring all government funding agencies records (CCS CCMS, ISS) are accurate and up to date
- ◆ preparing CCS and ISS quarterly reports
- ◆ allocating staff work hours and duties
- ◆ assisting the bookkeeper and Management Committee in their duties as required
- ◆ maintaining a schedule of assets owned by TWOOSH, including adding any newly purchased capital items
- ◆ submitting a pin code within Xero to release superannuation payment for Educators from the bank
- ◆ assisting the bookkeeper and auditor by providing reports from the Xplor system
- ◆ renewing term deposit as required.

### Bookkeeper

This function has no financial delegation.

- ◆ Prepare and submit pays from timesheets provided by the Director.
- ◆ Prepare monthly cash flow report (by the 15<sup>th</sup> of each month)
- ◆ Prepare monthly invoices (to be approved by the authoriser per table below).
- ◆ Prepare Monthly Profit and Loss and Balance Sheet.
- ◆ Prepare and lodge Quarterly Business Activity Statements with the Tax Office.
- ◆ Reconcile GST each quarter.
- ◆ Provide a payroll report for the purposes of completing the Workers Compensation Declaration.
- ◆ Review monthly bank reconciliation, cash receipts and payments recorded in Xero.
- ◆ Maintain the creditors ledger in Xero. This requires all payables invoices to be provided to the bookkeeper in a timely manner.
- ◆ Maintain superannuation contribution details for each employee within Xero and submit payment via Super payments within every quarter. This requires the Director to submit a pin code within Xero to release payment from the bank.
- ◆ Set up new employees that have not provided their choice of super fund with the Centre's current fund.
- ◆ Prepare and lodge the annual wages summary with the Tax Office ensuring it reconciles to the payment summaries provided to employees for the year and for the payments made to the Tax Office during the year.
- ◆ Deal with various government departments over the phone – funding, statistics and tax (as required).

- ◆ Reconcile Childcare Assistance payments/remittance advice made to the centre throughout the year.
- ◆ Reconcile and review debtors list for doubtful and bad debts. The Director will assist by providing reports from Qikkids.
- ◆ Discuss with Director outstanding fee accounts which need to be followed up for payment throughout the year.
- ◆ Liaise with the centre's Auditors. Provide the Auditor access to Xero so that they can view source documents attached to transactions within Xero. Answer Auditor queries and provide any information or documentation requested by the Auditor.
- ◆ Calculate, on a monthly basis, provisions for holiday and sick pay and provisions for long service leave.
- ◆ Assist with implementing any actions resulting from the annual financial audit.
- ◆ Assist the Treasurer in preparing the yearly budget, and the ongoing updates to the forecast.

## Treasurer

- ◆ Present monthly income and expenditure reports at Management Committee meetings.
- ◆ Ensure this policy is implemented.
- ◆ Ensure an annual financial audit is completed.
- ◆ Present audit findings to Management Committee.
- ◆ Present financials at AGM.
- ◆ Action required updates to authorisers and signatories.
- ◆ Prepare an annual budget in consultation with the Director.
- ◆ Maintain a rolling 12-month forecast in consultation with the Director.

## Accountabilities

Position	Account authorisers for online banking	Commbiz system role title	Account signatory	Debit card
<b>President</b>	YES	Management Committee	YES	NO
<b>Vice President</b>	YES	Management Committee	YES	NO
<b>Treasurer</b>	YES	Management Committee	YES	NO
<b>Director</b>	YES	Educators	YES	YES \$1,000
<b>Assistant Director</b>	YES	Educators	YES	YES \$1,000
<b>Bookkeeper/payroll</b>	NO – create only	-	NO	NO

Any changes to stated signatories, authorisers and approval limits shown in the above table must be approved by the Management Committee and recorded in meeting minutes.

## Online approvals

The online banking system has been configured to require two authorisers for all transactions as per the following table:

<b>Amount</b>	<b>Authorisation</b>
<b>\$20,000 and below</b>	2 Director/Assistant Directors
<b>Above \$20,000</b>	1 Director/Assistant Director + 1 Management Committee member

## Audit

An annual financial audit will be completed by a qualified independent auditor following the end of each financial year, and started within a maximum of 3 months from the last day of financial year.

## Revisions

### Date of next review: September 2023

<b>Date</b>	<b>Reviewer</b>	<b>Approved by</b>
<b>04.12.17</b>		TWOOSH Management Committee
<b>18.02.19</b>		TWOOSH Management Committee
<b>23.09.19</b>		TWOOSH Management Committee
<b>02.11.20</b>	CB,MK	TWOOSH Management Committee
<b>03.03.22</b>	AR	TWOOSH Management Committee