



## **Accounts Policy**

Updated by BoD November 2011

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### **1.0 Scope**

- 1.1 This policy describes the handling of money by the Association, in its general account or in other special purpose accounts.

### **2.0 Definitions**

- 2.1 The definitions stated in the policy manual apply to this policy.
- 2.2 The Treasurer is the person appointed as Financial Controller according to article 15.3(c) of the Constitution.
- 2.3 For the purposes of this policy cash shall mean legal tender and negotiable cheques.

### **3.0 Treasurer**

- 3.1 The Treasurer shall be appointed by the Board.
- 3.2 All records of all transactions of the Association shall be retained by the Treasurer for a minimum period of ten years.

### **4.0 Association Account**

- 4.1 The Association shall operate one account which shall be called the "New Zealand Canoe Polo Association Inc Account", hereafter referred to as the Association Account.
- 4.2 The Treasurer shall manage and maintain the Association Account in such a way that at any time it may be audited.
- 4.3 Money handling practices of the Association should be such that as many transactions of the Association as practical take place in the Association Account.
- 4.4 All payments drawn on the Association Account shall be by:
- (a) Cheque or direct credit payments as authorised by the Association's Treasurer and one other person authorised by the Board.
- 4.5 No cheque may be pre-signed by any signatory. Before signing, each signatory shall ensure that the expenditure is in accordance with this and other relevant policy.
- 4.6 All Association Account cheque books shall be held by the Treasurer.
- 4.7 Unless placed into another account of the Association approved according to clause 5 of this Policy, any funds received for the Association Account, by any person on behalf of the Association, shall forthwith be deposited into the Association Account by that person, or by the Treasurer.
- 4.8 Deposit receipts shall be retained by the Treasurer for all deposits into the Association Account. If a deposit is lodged by a person other than the Treasurer, notification of such action, including the deposit receipt, shall be given to the Treasurer within seven days.
- 4.9 Receipts shall be immediately issued by the Treasurer for all cash lodged into the Association Account.
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- 4.10 All expenditure drawn against the Association Account shall be in accordance with clause 6 of this policy. If such expenditure is incurred by a person other than the Treasurer, receipts of the expenditure shall be handed forthwith to the Treasurer.
- 4.11 The Association Account shall be balanced prior to Meetings, and a statement of the present financial position of the Association, including committed funds, be available:
- (a) for all General Meetings.
  - (b) for all Quarterly Board Meetings.
  - (c) when requested for other Board Meetings.
  - (d) when requested for Executive Meetings.
- 4.12 A budget shall be presented to the AGM for income and expenditure from the Association Account in the coming membership year.

## **5.0 Other Accounts**

- 5.1 Accounts held by the Association other than the Association Account shall be authorised by the Board.
- 5.2 Such an account may be a:
- (a) Cheque account.
  - (b) Credit card account.
  - (c) Savings account.
  - (d) Term deposit account.
- 5.3 Such accounts shall:
- (a) Be for a stated purpose and titled accordingly.
  - (b) Be for a specified term.
  - (c) Be managed by a suitable person approved by the Board.
  - (d) Be maintained in such a way that at any time such accounts may be audited.
  - (e) Process only those transactions relevant to the stated purpose of the account.
  - (f) Have signing rights authorised by the Board.
  - (g) Be balanced by the account holder, and a statement of the present financial position of the account, and committed funds, made available to the Association as requested by the Board, Executive Director or Treasurer.
  - (h) Be closed at the end of the specified term and the balanced account and all receipts and records handed forthwith to the Treasurer, unless an extension to that term is approved by the Board.
- 5.4 Any funds received for such an account, by any person on behalf of the Association, shall forthwith be deposited into that account by that person, or by the account holder.
- 5.5 Deposit receipts shall be retained by the account holder for all deposits into such accounts. If a deposit is lodged by a person other than the account holder, notification of such action, including the deposit receipt, shall be given to the account holder within seven days.
- 5.6 Receipts shall be immediately issued by the account holder for all cash lodged into such an account.
- 5.7 All expenditure drawn against such an account shall be in accordance with clause 6 of this policy. If such expenditure is incurred by a person other than the account holder, receipts of the expenditure shall be handed forthwith to the account holder.

## **6.0 Expenditure of Funds**

- 6.1 The funds of the Association shall only be used as detailed in article 22.11 of the Constitution.
- 6.2 All expenditure shall require Board approval or ratification, which is minuted. Until Board approval has been granted or ratification obtained, the signatories authorising an item of expenditure shall remain liable for that amount.
- 6.3 Provided that sufficient funds exist in the account being drawn on, approval for expenditure of Association funds may be given as follows:
- (a) The account holder shall be empowered to authorise individual payments of up to and including \$100.
  - (b) Payments on a single item greater than \$100 shall require the approval of the Executive Director.
  - (c) Between Board Meetings, payments authorised under clauses 6.3(a) and 6.3(b) of this policy, and without prior approval from the Board or a General Meeting, shall not exceed an accumulated total of \$2000.
  - (d) Payments on single items greater than \$1,000 shall require the prior approval of the Board.
  - (e) Payments on single items greater than \$5,000 shall require the prior approval of a General Meeting of the Association.
  - (f) Prior approval of the Board or General Meeting shall be deemed for any individual items of expenditure consistent with those prescribed in detailed budgets currently approved by the Board or General Meeting for any campaign, event or annual expense. The Executive Director is empowered to authorise, or approve another account holder to authorise, such payments, and these payments shall not be accumulated for the purposes of the limit prescribed under clause 6.3(c) of this policy.

## **7.0 Auditing**

- 7.1 In accordance with article 22.10 of the Constitution, an auditor shall be appointed by the Board and shall:
- (a) Be a member of the New Zealand Institute of Chartered Accountants.
  - (b) Not be a Board Member or officer of the Association.
  - (c) Be authorised to call for the production of all books, papers and documents relating to the affairs of the Association.
  - (d) Audit or review the accounts of the Association as required.