

Art Centre Financial Management Policy

Purpose:

To ensure that the Ellis House Art Centre (EHAC) finances are handled responsibly and to enable the implementation of sound day to day financial management practices with clear parameters.

The EHAC Committee is responsible to ensure that:

- The Treasurer position is filled by a suitably qualified and experienced person, able to comply with the roles and responsibilities presented in the EHAC Treasurer Job Description.
- All financial and legal requirements in the EHAC Constitution are complied with.
- The Treasurer and at least one other approved Committee Member are authorised to operate the EHAC bank account.
- Two approvals are required for all payments (the Treasurer and one other approved Committee member). The EHAC bank account is set up such that two approvals are required for payments from the account. Where payment is made from another financial tool where this is not possible (e.g. Facebook, PayPal, or ongoing direct debits), a written agreement, signed by the Treasurer and other Committee Member, will be recorded.
- A budget is prepared annually, approved by the Committee, and referred to for financial decisions to ensure that expenditure is within budget.
- A bank reconciliation is undertaken at the end of each month to ensure receipts and payments balance with deposits and withdrawals.
- Monthly financial reports are prepared and read by the Committee members prior to each Committee meeting.
- Unusual or significant income or expenses and any variances to the budget are explained to the Committee Members.
- An annual financial report is distributed to all members prior to the AGM.
- An audit of the accounts is conducted at least every two years (this is not required under the Associations Incorporations Act). An independent financial review of the accounts may be conducted in the interim years. After the independent audit or financial review, all actions or findings from the review are addressed.
- All funding agreements / grants are adhered to and acquitted as required.
- All income received at EHAC (cash and card) is recorded through the Square system.
- Card payments are encouraged rather than cash transactions.
- All cash received at EHAC is put into the EHAC cash tin and banked as soon as possible by the Treasurer. Any large amounts of cash at the end of the day are put in an envelope into the secure location at EHAC, with a note left for the Treasurer.
- Any approved expenses incurred by volunteers or members are reimbursed by direct bank transfer on presentation of a receipt to the Treasurer.
- All invoices and expenses are paid by the due date.
- All artists exhibition sales are paid to artists within two weeks after the end of the exhibition.