

QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED



QBLAI PROCEDURES

FINANCE

ABN 67 047 589 753
Incorporated Association No. 1478
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4. FINANCE

The effective implementation and monitoring of a robust financial control system will help ensure that QBLAI can continue providing programs and services to Queensland youth, while using our resources efficiently and minimising the risk of fraud, mismanagement and error.

While the majority of financial monitoring and reporting will fall to the Branch Treasurer, it is the Branch Coordinator's responsibility, to the best of their ability, to ensure that the policies and procedures of QBLAI are being complied with.

The financial procedures as set out below form the basis of our Financial Risk Management. All reporting and procedural requirements are put in place to minimise the Associations risk of fraud, theft and error.

4.1 Ticket Sales and Controls (Admissions)

- a) All admission tickets are to be purchased from State Office. A ticket register (BL4) will be maintained by each branch showing the receipt and distribution of tickets.
- b) All tickets must be accounted for. Tickets that are damaged or unused are not to be destroyed. They must be retained for audit purposes. Similarly, the issue of free admissions is to be recorded by the ticket seller at the time of issue and documented later.
- c) Ticket sales should be managed by the Ticket Seller and at least one assistant. There are three parts to a Blue Light ticket. The first & largest part is given to the patron. The third and smallest portion remains with the ticket stub and is kept for reconciling ticket sales. The second portion can be used for prize draws if needed. If this is the case, that portion should be torn from the ticket stub and placed in a suitable receptacle for an anonymous prize draw to be made.
- d) Tickets and Ticket Reconciliation Sheets (BL3) are to be prepared and given to the ticket seller by a specified member of the committee, usually the treasurer.
- e) It is the responsibility of the ticket seller to count the admission money and balance it with the tickets issued. These details are to appear on the Ticket Reconciliation Sheet (BL3) and be signed by the ticket seller before handing over the money to the Treasurer. It is the duty of the Treasurer to recount the money received from the ticket seller and then issues a receipt from the official Branch Receipt Book, for the total amount. The Ticket Reconciliation Sheet should then be countersigned as correct by the Treasurer, and the original receipt attached to the original Ticket Reconciliation Sheet (BL3).
- f) If free admission tickets have been issued and are collected at the door, the free admission tickets are to be retained, and the person issued with an official entry ticket. The free admission tickets should be used to verify the number of free entries entered on the Ticket Reconciliation Sheet (BL3).
- g) If any inconsistency occurs between the money collected and the tickets issued, the reasons for this occurrence are to be noted on the BL3 and signed by the ticket seller and Treasurer.



4.2 Security of Proceeds

- a) Where possible, a separate ticket office or a room with a counter should be used to count and record proceeds. Any doors and windows to this area should be locked to prevent unauthorised access. Proceeds should be kept in a receptacle such as a cash drawer and out of sight to the general public. This area must not be left unattended.
- b) Where possible, proceeds should be left in a substantial locked safe, a bank night safe facility and only in extreme cases in a private dwelling.
- c) When in transit to the bank, normal security precautions should prevail. This could include varying the time and route to the bank.

4.3 Banking

- a) Banking is to be carried out on the next available banking day into the appropriate account at the designated bank, and in no circumstances should money be retained unbanked for more than three days. A duplicate type deposit book is to be used.
- b) In remote areas where it may not be possible to bank proceeds within three days, funds should be secured in the safe at the Coordinator's Police Station.
- c) Bank Statements are to be obtained at the end of each month from the Bank and a copy sent to State Office with a BL19 form signed by the Branch Coordinator.
- d) Gross proceeds (including floats) must be banked and all accounts paid for by cheque or card. Only under extreme circumstances should cash proceeds be used to pay for expenses during an event. If this happens, it must be accurately recorded on the BL3 Ticket Reconciliation and receipts attached.
- e) Banking should agree with receipts issued. If there are any differences between the total deposit amount entered in the deposit book, and the actual amount banked, these must be reported separately to the Treasurer and Branch Coordinator.

4.3.1 Financial Recording of Art Unions (Raffles)

Income and expenditure in relation to art unions or raffles must be easily identifiable within your Branch accounts.

- a) The total gross proceeds are to be banked. Do NOT pay for prizes out of cash taken selling tickets.
- b) Keep a separate ticket register showing the number of tickets sold and the gross amount received, and keep any unsold tickets.
- c) Keep invoices/receipts for prize purchases.
- d) If prizes are donated, keep a record of the donor, description of the prize and it's retail value. For further information see section 6.11 of Grants, Advertising and Fundraising.



4.3.2 Issuing of Receipts

The official BL Receipt Book (obtained from State Office) should be used for ALL receipts issued. Receipts for donations made to the Branch should be clearly marked 'Donation' and record the name and address of the donor.

4.4 Payment of Accounts

- a) All accounts are to be paid by cheque or card and supported by duly authorised invoices or other supporting documentation. An Expense Requisition Voucher (BL9) is to be completed for each payment made. This documentation is then best filed in a manila folder or the like for audit purposes.
- b) Accounts for payment must be duly authorised or ratified by the committee and included in the official minutes.
- c) Fees payable to the State Office must be paid within 14 days of receipt of the invoice. Outstanding accounts can be paid at the time of receipt of invoice, and such payment ratified at the next committee meeting. Any difficulties individual branches may be experiencing regarding payment of Accounts issued by the State Office should be referred to the State Co-ordinator for consideration by the Board of Directors.

4.4.1 Petty Cash

A maximum of \$100.00 in petty cash may be kept for small urgent purchases. A petty cash book must be kept and supported by invoices/receipts. This must be kept separate from other accounts. When needed, the petty cash book is to be reconciled and the float reimbursed from the Branch account.

4.4.2 Drawing of Cheques

Cheques are to be made out to the name of the payee and not to cash, unless for a float or petty cash reimbursement. Cheques to be signed by two authorised persons. Cancelled cheques to be clearly marked CANCELLED and retained securely in the cheque book. The signature area of the cheque to be cut out.

4.4.3 Floats

A float for the selling of admission tickets should be drawn shortly before a function and stored securely (see 4.2 (b)). The float should be re-banked along with function proceeds.

In very remote areas with limited access to banking facilities, this procedure may be varied, but only with approval from State Office.

4.5 Online Banking & Debit Cards

Branches can apply to State Office for permission to set up online banking, and have Committee members who qualify issued with a debit card for making purchases.

- a) Committee members requesting access to online banking and/or debit cards must have served a minimum 12 months with the Branch, have their Volunteer Application form and Blue Card requirements up to date as per the Volunteer Induction Process.
- b) The Branch Coordinator to contact State Office with the details of proposed Committee members for approval.
- c) At the next Branch Committee meeting, pass a motion to allow the Branch Treasurer to have access to online banking, and for the nominated Committee Members to be issued with debit cards.



- d) Each bank will have their own specific requirements for setting this up. Most will require a certified copy of the minutes nominating the change. Some will require a document signed by all current signatories on the account. Discuss with your bank.
- e) Set a daily limit on the amount that can be transferred online or spent on the debit card/s.
 - i. A limit of \$1000.00 per day for online transfers should be sufficient for the majority of Branches.
 - ii. A limit of \$500.00 for debit card transactions per day should be sufficient for the majority of Branches.
 - iii. Branches that require limits larger than this need approval from State Office.
- f) The Branch Coordinator must have online access to the account, so that it can be viewed and monitored at any time.
- g) At each Committee meeting, invoices/receipts must be presented, along with the bank statement to be checked off and approved by the Branch Coordinator or President.
- h) Invoices/Receipts to be filed as usual, for auditing after the end of the financial year.

4.6 Books of Accounts

4.6.1 The following books of accounts shall be kept by all committees:

- a) Duplicate Receipt Book (issued by State Office)
- b) Duplicate Deposit Book (issued by Bank)
- c) Cash Book (inwards and outwards) (purchased by Branch)
- d) Cheque Book (issued by Bank)

4.6.2 In addition, the following records shall be kept:

- a) Monthly Report (BL1)
- b) Insurance Levy Return (BL2)
- c) Ticket Reconciliation (BL3)
- d) Ticket Register (BL4)
- e) Asset Register (if applicable) (BL8)
- f) Expense Requisitions (BL9)
- g) Petty Cash (BL15 or other)



4.6.3 Every month, regardless of whether a Branch has conducted any activities, the following forms are to be submitted to State Office:

- a) BL19 Monthly Activities Summary (signed by Branch Coordinator or President).
- b) Copy of bank statement.
- c) BL1 Monthly Report.

In months where there has been no Branch activity the above forms are very quick and simple to complete, however still form a crucial part of our financial risk management strategy.

4.7 Branch Audits

QBLAIs Financial Year runs from the 1st January to 31st December. End of Year Accounts will be prepared as at 31 December of each year. Accounts to be prepared include:

- a) Income and Expenditure Statement
- b) Balance Sheet
- c) Asset Register (if applicable)

Either:

- **A completed Audit including a Balance Sheet and Income & Expenditure Statement, completed by a qualified auditor, or;**
- **All Branch financial information including bank statements, cash book (in & out), cheque book, BL9s, event records, asset register and petty cash as necessary for an audit to be completed by the Association Auditor in Brisbane; must be submitted to State Office by 31st March of each year, or whichever other date as nominated by State Office. Failure to do so will result in Branch Disaffiliation.**

A detailed guide to financial reporting can be found in section 7, Example Branch Activities. State Office staff can be contacted at any time for assistance at E admin@bluelightqld.org