



Q Squash - Queensland

Policy Name	Financial Policy
Policy Number	QP04
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Current Version	V 1.0

Revision / Review History

Date	Name	Detail of Change	Version
28/12/2017	Jonathan James	Original Policy	V1.0



PART 1— GENERAL PRINCIPLES

The financial policy of Q Squash lay down the rules according to which the financial matters of Q Squash Queensland should be handled.

All income and property of Q Squash and its associated Regional bodies must be used solely in the promoting the objects and exercising the vision of Q Squash in Queensland.

1.1 Funds and Accounts at State Level

Custody of Books and Other Documents

The Treasurer shall keep or cause to be kept under its control all books, financial documents and securities of Q Squash.

Records and Accounts must be kept in the English language showing full and accurate particulars of the financial affairs of Q Squash.

The accounts and books of Q Squash shall be available for inspection within a reasonable time period by the Members upon written request

Members may request to have access to, and to be able to obtain copies of, minutes of general meetings, including financial statements submitted at a general meeting

Q Squash shall establish and maintain proper records and minutes concerning all transactions and dealings of Q Squash and its Board and shall produce these as it determines to be appropriate at Board or General Meetings.

The funds of Q Squash shall be deposited in the name of Q Squash in such financial institution as the Board may from time to time direct. All monies shall be deposited as soon as practicable after receipt.

1.2 Funds and Accounts at Regional Level

The Regional Treasurer shall keep or cause to be kept under its control all books, financial documents and securities of Q Squash Region.

Records and Accounts must be kept in the English language showing full and accurate particulars of the financial affairs of Q Squash body.

The accounts and books of Q Squash Regional bodies shall be available for inspection within a reasonable time period by the Members upon written request.

Members may request to have access to, and to be able to obtain copies of, minutes of general meetings, including financial statements submitted at a general meeting.

Q Squash shall establish and maintain proper records and minutes concerning all transactions and dealings of Q Squash and its Board and shall produce these as it determines to be appropriate at Board or General Meetings.

The funds of Q Squash Regional shall be deposited in the name of Q Squash in such financial institution as the Board may from time to time direct. All monies shall be deposited as soon as practicable after receipt.

The Regional bodies shall forward a copy of the documents including but not limited to, every profit and loss account and balance-sheet and auditor's report to the Secretary of Q Squash Ltd within 6 weeks after the end of the previous financial year.

1.3 Audit

Q Squash and all its regional bodies must appoint a properly qualified Auditor or Auditors who must complete their duties regulated in accordance with the Law.

Q Squash and all its regional bodies must not engage the same Auditor and/or Auditors firm for a period longer than 3 years.



PART 2— Payments Process

2.1 Payments Process at all levels of Q Squash

If an amount of \$50.00 or more is paid by cheque or electronic payment, the payment must be signed and/or authorised by any two (2) of the following prior to the payment being made;

- a) the President, or
- b) the Secretary, or
- c) the treasurer, or
- d) another Member previously authorised by the relevant Board/Committee for the purpose

All expenditure must be approved or ratified at Board meeting

PART 3— Compensation of Expenses

All Board Members, Referees, Volunteers and Staff are entitled to compensation for expenses that have occurred while being on Q Squash approved business. Board Members, Referees, Volunteers and Staff can claim the following expenses:

3.1 Compensation for travel

Compensation for travel/meetings, Eligible expenses:

- Daily allowance – \$50 AUD per day. Daily allowance should cover the expenses for small meals, beverages and emergency services. Daily allowance is paid for every day spent on travel (departure from home - arrival to home), where travel is further than 300km's for your home location.
- Approved travel expenses (Flight, train, bus, own car, rental car, parking, and ferry). Q Squash bears the actual cost of travelling in accordance with the receipts provided by the person travelling.
- Compensation for kilometres driven in own car is AUD\$0.76 per kilometre for approved travel. Distances greater than 500 kilometres to the destination requires approval to drive rather than to fly prior to travel.
- Approved economy class flight expenses will be covered by Q Squash.
- All Board Members, Referees, Volunteers and Staff will need prior approval if the flight costs for the return journey if more than AUD\$500.
- Where the Board Members, Referees, Volunteers and Staff choose to arrange the flights themselves they must chose the cheapest available option.
- If the travel is early/extended for private reasons, the person travelling needs to receive a prior approval from Q Squash and agree upon the share of the travel costs that will be reimbursed. If no approval has been obtained, Q Squash will cover 50% of the actual return flight cost.
- Travel costs of any accompanying person (family member or spouse) are not covered by Q Squash.

3.2 Compensation for Accommodation

Accommodation expenses

- Q Squash will bear the actual cost of approved accommodation in accordance with the receipts provided by the person travelling.
- The person travelling can ask Q Squash to pre-book the accommodation. Hotel expenses will be covered by Q Squash for the duration of the activity.
- If the Board Members, Referees, Volunteers and Staff choose to arrange their own accommodation, the costs must be approved by Q Squash prior to booking.
- If the stay of a Board Members, Referees, Volunteers and Staff exceeds the number of days of the event, they must cover their own costs accordingly for the additional time period.
- If a Board Members, Referees, Volunteers and Staff is bringing their spouse or a family member with them, they must cover the price difference between a single and a double room, if any.
- Should the accompanying person require an additional room, the cost must to bourn by the accompanying person.

3.3 Ineligible expenses

Individual meals, beverages, accessories during the travel, any expenses that are not directly related to the business of Q Squash and/or where no prior approval is sort.



3.2 Claiming Expenses

For claiming expenses, the Board Members, Referees, Volunteers and Staff must complete a claims form and return it to Q Squash (Treasurer) no later than 6 weeks after the activity to be compensated. – (Need a form)

Board Members, Referees, Volunteers and Staff must submit the claims form electronically to treasurer@qsquash.org and attach all supporting documents (receipts, vouchers, invoices, travel confirmations, etc.).

Claim forms without the supporting documents will not be reimbursed. Approved expenses will be processed within 14 working days of receiving the claims form.