



FINANCIAL CONTROLS POLICY

Purpose

This policy outlines Grief Journeys Ltd's approach to managing financial transactions within the company to ensure good governance and oversight by Directors and accountability to stakeholders. The aim of the policy is to ensure the objects of Grief Journeys are fulfilled and quality accurate financial reports are produced for internal and external use.

Scope

This policy applies to the Directors, contractors and volunteers of Grief Journeys.

Policy

1. The Chairperson is given responsibility for paying Grief Journeys' bills in a timely manner, maintaining the company bank account, and receiving payments into the bank account. The Chairperson is required to submit required reports to government departments in a timely manner.
2. The Chairperson is authorised to enter into agreements for Grief Journeys' activities that have been approved as part of the annual plan, are within the parameters of the budget, and have been approved by members at the AGM.
3. The Secretary will provide a written financial report to Directors' meetings and the AGM that clearly delineates between project (activity) funds and operating expenses. An annual operating budget will be submitted to the Directors for approval prior to the commencement of the new financial year, with the aim of maintaining a surplus for the following financial year.
4. Claim forms are to be submitted to the Secretary for reimbursement of necessary expenses associated with Grief Journeys' approved activities (such as travel, purchase of art materials, room hire and printing).

5. Two approvers are required for payment of Grief Journeys' bills and expense claims from the company bank account. The approvers are the Chairperson and the Secretary.
6. When new services are sought, the Chairperson is responsible for obtaining quotes and recommending the most competitive service provider to the Directors for approval. The Directors meeting will make a decision, taking into account quality and risk. The meeting is not required to take the lowest quote.
7. Grief Journeys Ltd will provide training to enable its Directors to fulfil their responsibility for financial oversight and good governance.
8. All Directors will avoid actions that would expose Grief Journeys or the Directors to claims of liability. Grief Journeys will maintain appropriate business insurance to protect the company.
9. Grief Journeys protects its intellectual property as outlined in the Intellectual Property Policy. Electronic data and files are stored securely in Dropbox. The website is automatically backed up in WordPress. Company data, information and materials are protected against unauthorised access, tampering, loss and damage.
10. Grief Journeys will accept donations of goods and services that support the fulfilment of its objects and activities. Any donation with a value over \$500 must be approved at a Directors meeting prior to accepting the donation.

Responsibilities

The **Directors** have responsibility for the review of financial accounts at each Directors meeting and for approval of an annual operating budget.

The **Chairperson** has responsibility for management and secure storage of electronic files, data and information in Dropbox.

Related Documents

Constitution
 Conflict of Interest Policy
 Intellectual Property Policy

Version Control

Document:	Financial Control Policy				
Approved by:	Directors			Date:	September 2022
Version:	V1.0	Replaces Version:	NA	Next Review:	2023

Appendix One

GIREF JOURNEYS LTD CLAIM FORM

Fill out the form below completely. All receipts should be attached to the form and emailed to griefjourneysworkshops@gmail.com

Date _____

Expense _____

Submitted by _____

Name of account _____

Account number _____

BSB _____

Description of Purchase	Supplier	Date	Amount

Total _____

Secretary Use Only		
Approved	Amount	Date
Budget Category		