FINANCE POLICY

1. All transactions must be approved then authorised in a two-step process including a Management Accountant (Payable or Receivable) and the CEO.
2. IPWEAQ is committed to the division of responsibilities between two Management Accountants who each act as an additional cross-check.¹
3. The Board approves budgets in May each year and applies adopted metrics for profitability and insolvency to establish performance outcomes for the business.
4. The Board, through its delegate, the Vice President must approve all payments – expenses or capital expenditure that exceed delegated authorities to the CEO.
5. There is no established audit committee as every Board member has a responsibility to make appropriate inquiries of the CEO of financial information presented to the Board. This responsibility cannot be delegated.
6. At least two proposals must be received in the procurement for projects that will exceed a total cost of $15,000.
7. The Board reserves the right to determine any bonuses to be paid to employees.

DELEGATED AUTHORITY

The CEO is authorised to:

1. Make all operational decisions and develop all operational procedures that support the policies of the Board.
2. Expend all monies in the conduct of the business within the budgets approved by the Board.
3. Authorise capital expenditures in a single invoice up to $30,000 or 1% of gross income.
4. Execute any contract required to facilitate the effective management of the business.
5. Execute any agreement that delivers on the strategic direction of the business and/or policies of the Board.
6. Contracts that endorse another organisation’s product or service, may be executed by the CEO if approved by the Board.
7. Appoint external auditors approved by the Board and endorsed by members at an AGM.
8. Initiate any legal action following approval from the Board.
9. Delegate authority within the above limits to senior staff as required [proposed: Craig Moss, Monica Robertson and Dave Cameron]

FINANCE GOALS AND METRICS

- Profitability ratio (Net Profit / Total Income) = >0.03
- Solvency ratio (Total Current Assets / Total Current Liabilities) = >2.0
- Labour costs ratio (Total Payroll / Total Income) = <60%
- Cash-at-bank as at 30 June = one year’s expenses ie $1,000,000 per entity within three years (February 2022)
The Management Accountant (Receivables) is responsible for the reconciliation of transactions entered by the Management Accountant (Payables). The Management Accountant (Payables) is responsible for the analysis of budgets versus results for all events and professional development with income entered by the Management Accountant (Receivables).