

1. Introduction

- 1.1 This policy contributes to ensuring the Association meets its legal and statutory requirements to maintain proper financial records at all times. It also assists in protecting the organisation from loss in the event of catastrophic event (e.g. fire, flood, etc) by way of ensuring recovery of records to enable business continuity.

2. Scope

- 2.1 This Policy applies to all Sunshine Coast Riding for the Disabled Association (RDA) Inc. officers, members, employees, volunteers and participants involved in effecting and/or storing and/or destroying financial records.

3. Policy

- 3.1 To discharge its record keeping responsibilities, SCRDA will maintain the following records or equivalent records as required by the Association Incorporated Regulations 1999 - namely:
- 3.1.1 A cash book or statement of amounts received and paid;
 - 3.1.2 A receipt book of receipt forms;
 - 3.1.3 Records of the account the association keeps with any and all financial institutions that are given to the association by the financial institution/s;
 - 3.1.4 A register of members;
 - 3.1.5 A register of assets;
 - 3.1.6 A petty cash book; and
 - 3.1.7 A minute book of the management committee.
- 3.2 All financial records shall be maintained in the English language in such a manner that:
- 3.2.1 Correctly records and explains its transactions and financial position; and
 - 3.2.2 Enables a financial statement for the association to be prepared; and
 - 3.2.3 Enables the financial statement to be properly and conveniently audited.
- 3.3 Financial records shall be duplicated (either manually or electronically) wherever possible – e.g. by way of electronic scan/backup, server backup, manual receipts with accompanying data entry recording, etc;
- 3.4 Receipts produced by manual means (i.e. hand written) shall be recorded by duplicate manner with receipts numbered in a consecutive order. Similarly, all records of the Association's expenditure shall be supported by adequate documentation filed in chronological order;
- 3.5 The Association's Management Committee shall ratify all expenditure at the next meeting;
- 3.6 Records shall be kept at a place decided by the Association's management committee.
- 3.7 All records shall be stored for a minimum period of seven (7) years within the State of Queensland;
- 3.8 SCRDA shall develop and maintain disaster recovery and business continuity procedures with regards to all records and the procedures shall be rigorously tested at regular intervals (at least twice per annum).

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- 3.9 The Association shall maintain an account with a financial institution in Queensland in the account name decided by the Management Committee.

4. Responsibilities

Position	Responsibilities
All (financial) SCRDA Members	<ul style="list-style-type: none"> • Ensure compliance with this Policy; • Where members / volunteers are responsible for performing financial procedures giving rise to financial records on behalf of the Association, ensure they are familiar with the correct procedures and ask for help whenever in doubt;
Management Committee Members	<ul style="list-style-type: none"> • Ensure compliance with this Policy; • Regularly review and determine the site at which the Association's (physical and virtual) financial records shall be maintained; • Ensure maintenance of relevant records supporting financial records (e.g. ensure the approval or ratification of all expenditure is recorded in the management committee's minute book, ensure a member register is maintained); • Regularly assess and review the adequacy of the Association's disaster recovery and business continuity procedures;
Treasurer	<ul style="list-style-type: none"> • Supervise maintenance of financial records, compliance with policy, and compliance with underlying procedures; • Arrange annual audit of the Association's records within the timeframes required by respective regulations; • Enable the audited accounts of the Association to be presented to the membership as required in the conduct of the Annual General Meeting;
Secretary	<ul style="list-style-type: none"> • Ensure maintenance of relevant records supporting financial records (eg Minutes of Committee Meetings); • Organise Committee and Membership Meetings (e.g. Annual General Meetings) in accordance with respective regulations enabling financial obligations to be discharged;

5. Related Documents

- 5.1 Associations Incorporation Regulations 1999;
- 5.2 SCRDA Constitution;
- 5.3 Disaster Recovery Policy and Procedures;
- 5.4 Business Continuity Policy and Procedures;
- 5.5 Other Financial Policies and supporting Procedures;
- 5.6 Minutes of Association Meetings;

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5.7 Financial records materialising from adhering to the Policy and supporting Procedures;

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