



# New Zealand Inline Hockey Policy

<b>NZIHA INTERNAL FINANCIAL CONTROLS POLICY</b>	
<b>Finances</b>	
Annual Budget Presentation	The Finance Portfolio owner to present a draft budget (including cashflow forecasts) for the next financial year for consideration and approval by the Board at least two months prior to commencement of the new financial year. (NZIHA November 2 day Planning Meeting)
Reporting Standards	NZIHA to meet XRB financial reporting standard for 2015 year including recording of income and expenses on a gross basis.
Annual Financial Statements available for audit	The finance portfolio are to presented accounts and financial statements to the auditor for audit by 15 February annually.
Audit	The auditor to be requested to complete audit by 30 March annually.
Annual Financial Statements available for review and sign off by the board	The finance portfolio owner is to present the financial statements (being a profit and loss, balance sheet and statement of cash flow) for a financial year to the board for consideration and approval within 90 days of end of financial year.
Board Meetings interim financial statements	At each Board meeting, the finance portfolio owner is to present the following financial statements for consideration and approval: <ul style="list-style-type: none"> <li>• Profit &amp; Loss and Balance Sheet for year to date</li> <li>• A comparison of actual results against budgeted expectations (including explanations for variances)</li> <li>• Cash flow forecasts for the remainder of the year</li> <li>• Any identified risks</li> <li>• Completed bank reconciliations for each month since the last board meeting</li> <li>• Investments</li> <li>• Income, Expenses Profit &amp; Loss for each NZIHA event/overseas trip</li> </ul>
Reconciliation of Bank Statements	A volunteer from the cash committee is to undertake the reconciliation of the organisations bank accounts on a monthly basis and provide such completed reconciliations to the Board.
Processing of authorizing expenditure	Expenditure over \$1,000.00 to be authorized by two board members delegated this authority.
Process of expense reimbursements	All requests for expense reimbursements are to be supported by appropriate evidence and signed of by the General Manager if under \$200. Expense claims over \$200 must be signed of by both the General Manager and a member of the Cash Committee. Expense claims for Board Members and General Manager must be presented to the Board for approval.
<b>Signing Authority</b>	
Reviewing supplier Invoices	The Cash Committee Chair is to review all invoices and match to payments

Investments	The Finance Portfolio Owner is to provide a report on the investments of the organisation at each Board Meeting.
<b>Security of Assets</b>	
Access to assets and cash should be restricted through locks, security systems, passwords etc.	All cash and cheques received by NZIHA to be kept by the General Manager and/or Cash Committee volunteer in a secure place before it is banked. A lockable petty cash tin will be provided by NZIHA for this purpose.
Assets should be periodically counted and compared with records	The Cash Committee to undertake an annual stocktake of the assets of NZIHA and compare that to the list of assets. Any assets identified as missing should be included in the monthly Cash Committee Report to the Board.
Petty Cash	The General Manager is responsible for Petty cash. The maximum amount to be paid out in petty cash is to be no more than \$50.00. The total amount of petty cash should not exceed \$100.00.