ALUMNI NETWORK COMMITTEE’S
FINANCIAL HANDBOOK
DEVELOPMENT AND ALUMNI OFFICE VISION

To present a coordinated, professional approach to the whole of the University that delivers innovative and effective programs that engage Schools, Faculties, their students, staff and alumni, and achieves desirable and valued results for the University community.

ALUMNI RELATIONS STRATEGIC PLAN GOAL

To support the achievement of the University’s Primary Goals by providing leadership and support to a University-wide Alumni Relations Program that demonstrates the mutual value of engagement for Alumni, the University of Adelaide and the wider community.
## CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Framework</td>
<td>4</td>
</tr>
<tr>
<td>Delegations</td>
<td>4</td>
</tr>
<tr>
<td>Financial Reporting</td>
<td>5</td>
</tr>
<tr>
<td>Investments – Composite Fund</td>
<td>5</td>
</tr>
<tr>
<td>Network Liaison</td>
<td>6</td>
</tr>
<tr>
<td>Budgets/Purchases</td>
<td>6</td>
</tr>
<tr>
<td>Payments and Re-imbursements</td>
<td>6</td>
</tr>
<tr>
<td>Events - Ticketing</td>
<td>7</td>
</tr>
<tr>
<td>Events - Refund Policy</td>
<td>7</td>
</tr>
<tr>
<td>Cash Handling</td>
<td>8</td>
</tr>
<tr>
<td>Banking</td>
<td>8</td>
</tr>
<tr>
<td>Tax Issues</td>
<td>8</td>
</tr>
<tr>
<td>Donations</td>
<td>9</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>9</td>
</tr>
<tr>
<td>Auditing</td>
<td>9</td>
</tr>
<tr>
<td>Deposit, Bond and Prepayment Policy</td>
<td>9</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
</tbody>
</table>
Financial Framework

Network committees that are not incorporated bodies work totally within the University of Adelaide’s Financial Framework including all the associated polices, procedures and delegations of which there are many. Networks are like social fundraising clubs within the University who receive and administer University Funds for their area of interest. Network committee members are volunteers to the University and as such are subject the University’s Volunteers Policy.

The University financial year is from 1st January to 31st December. The University of Adelaide Financial system is on an accrual basis.

It is important to understand that because the University is a large organisation, there is a hierarchical order in relation to all financial matters, which requires a longer time for processing and authorisation.

<table>
<thead>
<tr>
<th>Financial Services</th>
<th>Overall legal responsibility for all University financial systems and reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Managers</td>
<td>Each Faculty or Division has its own Manager who is responsible for all finances within their authority/portfolio</td>
</tr>
<tr>
<td>Financial Officers (FOs)</td>
<td>Schools &amp; Depts have FO’s who are responsible for the day to day financial activities</td>
</tr>
<tr>
<td>Networks</td>
<td>Elected Treasurer who is responsibility for keeping financial records and signing off on all Network activity.</td>
</tr>
</tbody>
</table>

The University has many financial and business rules in relation to receivables, payables and financial reporting. For the Development and Alumni Office the responsibility for the compliance of these rules lies with the Senior Finance and Administration Officer and the Finance Manager.

Delegations

Delegation for all expenditure in relation to all Network funds lies with the Senior Finance and Administration Officer and the Finance Manager for Development and Alumni (D&A). Network committee members do not have any actual delegations or authority for expenditure.
Network committee’s cannot enter into contracts with a third party; this must be done through the Development and alumni office.

Expenditure will only be authorised for payment if the activity has been approved through the formal meeting process with quorum (as specified by constitution or network). This meeting must be prior to the activity being undertaken and a budget must be submitted stating suppliers name and approx value and attached to the minutes. All accounts must go through the Network Treasurer for recording keeping and to ensure compliance with the above information before submitting account for payment.

If another University department contacts a Network committee member regarding payment of an internal account, please refer directly to the D&A Senior Finance and Administration Officer, who will liaise to undertake the journal transaction required. **Committee members do not have the authority to provide their project code for payment purposes.**

**Financial Reporting**

In the middle of each month, draft financial reports are produced for each Finance Manager & Officers to analyse the data. Final reports are produced for each project code or Network, generally by the end of the month. From these reports the Senior Finance and Administration Officer produces Income and Expenditure Statements for all relevant Network project codes.

At the end of each quarter (Mar/Jun/Sep/Dec) there are journal processed for accrual purposes which will delay the reporting process.

Network monthly reports will be produced 4-6 weeks after the end of any month, ie end of March report will be provided in early May.

Network Treasurers are required to keep normal income and expenditure records as required by any club or association. All budgets for activities must be approved through the Network committees meetings and minuted prior to commencement. Treasurers should use the University reports to verify expected income and to reconcile expenditure.

Committee members should use the university reports to verify their own Treasurer’s report and, if discrepancies are found, the Treasurer needs to bring this matter to the attention of the Senior Finance and Administration Officer within D&A.

**Investments – University Composite Fund**

University Network committees cannot invest funds with any external body outside of the University. The University has a Composite Fund in which it will invest monies for all areas within the University which includes the Networks.

Investments can be made into the Composite Fund at any time but any interest earnt will commence from the 1st of the following month. Interest distribution is done annually on 31st December into the operating project code and the Composite Fund portfolio is re-valued at that time.
If any Network wishes to transfer funds into the Composite Fund, the committee must remember to keep a sufficient amount of funds in their general operating account for any outstanding or future committed expenditure.

The University has a standard distribution of 5% of the capital with any remaining interest being reinvested back into the Composite Fund. The Networks have a choice if the current year’s distribution is put into their operating account or reinvested back into the capital fund.

Mandatory procedure for Composite Funds transfers:
1. Transfer request going into Composite Fund must be a minimum of $2,000.
2. Minute formal discussion, agreement and amount at a formal meeting with a quorum.
3. The Treasurer to write to D&A Senior Finance and Administration Officer requesting the transfer. This letter is to be signed by both the Treasurer and President.

**Network Liaison:**
All contact to be through the Alumni Relations Officer (Domestic and Awards) Gaynor - Tyerman EXT 36356.

**Budgets / Purchases**
All activity involving purchases must be discussed and agreed to through a committee meeting that’s minuted and a copy of the minutes forwarded to Alumni Relations Officer with Treasurer’s approval. It is expected that within each financial year that network activities would break even.

Budgeting for the following year is done in September. It is important that Networks plan their activity in advance. Approval must be sort from the Manager, Alumni Relations, where a Network intends to expend more than their current years fundraising monies, as this affects the University’s budgeting and cash flow projections.

Committee members cannot agree to payment terms by a supplier without prior discussion and verification of sufficient funds being available with the D&A Senior Finance and Administration Officer.

Where Networks intend to undertake activity which requires payments of a large nature (ie > $5000), or wishes to engage in a consultant or individual to undertake work for a long term project must have prior discussion with and agreement by the Manager Alumni Relations.

Any activity long term engagement will require a written agreement.

**Payments and reimbursements**
As stated before, there are business rules that apply to payables. There are also limits to how an account can be paid and all payments, including reimbursements, can take between 4-8 weeks for payment to be finalised. These limitations can be a cause of frustration for members but need to be accepted as normal business timelines within the University environment.
Before any payment or reimbursement can take place, the supplier or person must be in the financial system as a Vendor.

Preferred payment method of domestic vendors is via Electronic Funds Transfer.

**New Vendor creation process: (Policy PAP.P1 Creating and Amending Vendors)**

There are four Business Rule steps before a Vendor can be created which involves three different areas of the University. This takes a minimum of 5 working days depending on staff workloads. Once a vendor ID is created then the payment process can commence.

**Payment process:**

There are 7 steps in relation to payments from the University:

1. Vendor Check.
2. Voucher created and printed off.
3. Voucher checked and authorised for payment.
4. Deliver to Accounts payable for processing.
5. Cheque run undertaken – (Payment terms play an important role here - “standard payment terms are 30 days” “vendor will be paid at the end of the month following the month that their invoice is dated” “after the invoice has been processed.” (Section 3.9 PAP P1)
6. Invoices and cheques are checked before payment issued.
7. Cheque posted.

**Mandatory steps for Network payments:**

1. All Invoices requiring payment must be addressed as follows:
   University of Adelaide
   ‘Chapter Name.’
2. Payments / reimbursements can only be paid against an original invoice or original receipt. (Business Rule)
3. Payments must be given to Alumni Relations Officer (Domestic & Awards) within 10 working days to facilitate payment process.
4. If payment is required before 31 days from end of previous month, this must be stipulated in writing by Treasurer giving the reason why.

**Events – Ticketing**

When holding an event, all the relevant information is required to be handed over to the Alumni Relations Officer (Domestic & Awards) in a timely manner.

- Event/Ticket prices must be set and given to Alumni Relations Officer (Domestic & Awards) prior to promotion of event.
- Network committee is responsible for organising the Event.
- D&A responsible for the registration, and ticketing for the event.
- If selling tickets on the night, a receipt book must be used.

**Events - Refund Policy**
Refund will not be “provided where the initial money was received by cheque or any other form of payment that requires clearance” until such time as the University’s bank has received clearance. (Section 3.4 RAR.R7 Refunds Policy, Financial Services)

“All refunds must be authorised by staff with sufficient delegated expenditure/payment authority to authorise the payment.” This staff member must be “recorded in the University’s authorities database” (Section 3.9 RAR.R7 Refunds Policy, Financial Services) The Finance Manager, Services and Resources is the D&A authorised officer for all refunds.

Refunds will only be issued as cheque or electronic funds transfer. **Refunds will not be cash or credit card.**

In the event that a Network cancels an event after ticket money has been receipted by D&A, the Network will be charged an Administration Fee of 25% of each ticket sold. All individuals will be fully refunded.

In the event that an Individual wishes to cancel attending an event more than 5 working days before the event date an Administration Fee of 25% of the ticket price will be deducted from the refund. If cancellation is less than 5 working days NO refund will be given.

All refund requests must be in writing to the Alumni Relations Officer (Domestic & Awards) stating name/s, address/es and amounts paid.

**Cash Handing – Donations or Fundraising**

- Each network will have a University receipt book.

- If Networks are receiving cash, two people must be present and a receipt is to be written, using “On the days sales record sheet”. Appendix A. (This sheet is to accompany the Event Reconciliation Form.)

- Each Network must have a locked cash tin, which must be used for all cash transactions and all cash must be kept in the tin until brought to D&A for banking.

- After an event any cash received must be counted, reconciled against receipts and recorded on “Event Reconciliation Form” and signed off by both parties. Appendix B

- Cash must be delivered into D&A office within five working days of the event, accompanied by the Reconciliation Form.

**Banking**

All invoicing and banking is the responsibility of D&A Senior Finance and Administration Officer.

**Fringe Benefits Tax (FBT) and Goods and Service Tax (GST)** Tax implications in relation to Meal / Entertainment

Depending on the event, who attends, where it is held and what is given will determine what the legal tax requirements are in relation to GST and FBT.
Most purchases for Networks will be subject to GST.
For FBT purposes any activity where there is expenditure for meals, alcohol or entertainment a list of participants must be kept, stating who are staff members and their spouses and who are non staff members.

Because there are many different circumstances, Financial Services checks and amends all accounts relating to GST and FBT.

If you feel there are any discrepancies in relation to these matters a formal written letter need to be sent Finance and Administration Officer of Development and Alumni.

**Donations**
The University is a Deductible Gift Recipient (DGR). This, however, is an extremely complex area.

With any donation for it to be regarded as a Tax deductible gift the University must:

- obtain full rights to the value or benefits of the funds; and
- empowered with the absolute discretion to determine how to use the funds.; and
- ensure that the donor cannot receive any material benefit from making the donation.

The University is happy to accept donations from donors wishing to donate money to assist Network activity, provided:

- the donor acknowledges that the University has absolute discretion to use the funds as it sees fit;
- the funds may or may not be used for the purpose the funds were donated.
- D&A letter **must** accompany all donations when a preference is stated for a specific area of use.

If the donor states the money can only be used for a specific purpose then it will attract GST and would not constitute as a tax deductible gift.

**Sponsorship**
All activity with regard to sponsorship must come through the Manager, Alumni Relations.

**Auditing**
Network finances are a part of the University’s internal auditing processes, as well as being audited by the Attorney’s General’s office.

**Deposit, Bond and Prepayment Policy**
A deposit or any type of prepayment for any Network activity will only be paid when the following conditions have been met:

- Approval has been given through a formal meeting with a quorum and a copy of the meeting minutes has been given to Alumni Relations Officer (Domestic)
- The availability of funds has been checked.
A TAX INVOICE has been received with the Treasurer’s request for payment. D&A will process Invoice, requesting early payment from Financial Services.

Deposit or reimbursement for deposits will only be paid 6 months out from the event date.

Prepayments that equate to being the final or total payment for an activity will only be paid the maximum 2 weeks before the activity by Credit Card or cheque. Normal processing times will be required for a cheque to be available.

Upon seeking re-imbursement for deposit or prepayment, the above conditions still apply as well as the original receipt.

If a Network Committee elects to pay a deposit or any prepayment and that activity is then cancelled the responsibility lies with the network if they wish to recover their deposit or prepayment. In this instance, no action will be carried out by Development and Alumni, for recovery, however if a refund is given it must be banked back into the Network account.