

## Finance Brief for ACA Executives, ACA Officers and Managers of ACA Events

This brief is intended for persons appointed to positions of responsibility in the Australian Croquet Association who are expected from time to time to spend money on behalf of the ACA. It is expected that expenditure on behalf of the ACA will always be reimbursed.

To permit orderly planning any person expected to incur such expenditure should submit a request for the resources required in time for it to be included in the budget for the next year. The budget is usually constructed towards the end of each year (the ACA fiscal year is the calendar year) and finalized in draft each January, ready for approval by the Council each March. Unforeseen requirements will be met from within the overall ACA budget.

The general rules are:

1. All monies received are to be paid to the credit of the main ACA account at the Commonwealth Bank (Australian Croquet Association Inc, BSB 063208, account number 10062783), either by deposit at any branch, by electronic transfer or by sending a cheque to the Treasurer, Tony Hall, at 5/6 Fawkner Street, BRADDON, ACT, 2612. If the deposit is made by direct deposit or electronic transfer the Treasurer should be notified by email at [tony.hall@netspeed.com.au](mailto:tony.hall@netspeed.com.au) or by post.
2. All payments/reimbursements will be made by the Treasurer by cheque or by electronic transfer unless the officer concerned has a need to pay the account urgently. If this is done the amount is to be claimed back from the Treasurer. Claims and payments are to be supported by Tax Invoices so that any GST paid may be reimbursed to the ACA from the Australian Tax Office.
3. If it is expected that a number of payments may need to be made urgently the officer may request that they receive an amount of money to ensure they are not out of pocket at any time. This is called an imprest account. Typically an officer may receive, say, \$500.00, which they use to pay small accounts. After paying, say, \$386.00 they will claim that back from the Treasurer, providing him with a statement of how the money has been spent and Tax Invoices. He will reimburse the officer the \$386.00. At the end of the period of expected payments the officer will return the \$500.00 to the Treasurer (or, more likely, will make a last claim for, say, \$120 and return the balance of \$380.00). Officers receiving imprest accounts are to confirm they have received the money and provide a certificate to that effect for audit purposes.
4. Managers of ACA events should have a budget for the event, either provided by the ACA Events Committee, the Treasurer, or produced when the event is proposed. Most ACA events are planned to make a small profit. Copies of event budgets are to be forwarded to the Treasurer.
5. ACA accounts are maintained electronically using MYOB programmes. With all receipts paid into ACA accounts and all payments made by the Treasurer the cost of an activity can be ascertained quickly by asking the Treasurer for a copy of the relevant activity accounts. They can be emailed with little delay, even when the Treasurer is away from home or travelling internationally.
6. To save money it has become the practice to schedule committee meetings, referee seminars and similar activities to coincide with ACA tournaments. If an officer or official is a competitor in the tournament the reimbursement for fares will normally be half the full fare and for accommodation in accordance with the duration of the non-tournament activity.
7. Prior approval needs to be obtained if it is proposed that a rental car be used. If a rental car is used at a tournament it will normally be shared by all ACA officers at the event.