

## **FAMDA Financial Management Policy**

This policy outlines the financial management practices of the Foster Arts Music & Drama Association (FAMDA), in line with good governance and the Associations Incorporation Reform Act 2012 (Vic).

### **1. Financial Responsibility**

The Committee holds collective responsibility for ensuring proper financial oversight. A designated Treasurer is appointed to manage daily financial operations and reporting.

### **2. Bank Accounts**

FAMDA maintains one or more bank accounts in its name. All withdrawals must be approved by two authorised signatories, as appointed by the Committee.

### **3. Income Handling**

All income received must be banked in full. Cash handling procedures should be followed at events and ticket sales to ensure accurate record-keeping and accountability.

### **4. Expenditure**

No expenditure may be incurred without approval. Routine and budgeted expenses may be approved by the Treasurer. Larger or unbudgeted items require Committee approval.

All payments should be supported by appropriate documentation (e.g. invoice or receipt).

### **5. Record Keeping**

FAMDA maintains accurate financial records, including receipts, invoices, and bank statements. Financial records are to be retained for at least 7 years.

### **6. Financial Reporting**

The Treasurer presents financial reports at each Committee meeting, including income and expenditure to date. A full financial statement is prepared annually and presented at the AGM.

## 7. Audit and Review

FAMDA's finances may be reviewed or audited annually, as required by law or at the Committee's discretion. Transparency and accountability are essential to building trust with members and stakeholders.

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