



**DICKY BEACH SURF LIFESAVING CLUB  
PROCEDURE NO. GOV012  
OPERATION OF THE  
FINANCE COMMITTEE**

**Document Control**

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23.05.2017	1	Initial Introduction of Procedure	Secretary
25.05.2020	2	Annual review of policies	Secretary

**1. Purpose and Background**

- 1.1 To guide the Finance Committee in conducting, recording and reporting its meetings; and
- 1.2 To guide the Treasurer as the Chairperson of the Finance Committee regarding their responsibilities to conduct, record and report meeting outcomes.

**2 Policy Statement**

- 2.1 The Finance Committee shall administer the financial aspects of the Club, observing all standard and legislated regulatory fiscal procedures and reporting requirements.

**3. Applicability:**

- 3.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Board.

**4. Statutory/Constitution/By-Laws Requirements**

- 4.1 This procedure specifically relates to Sections 5; 34; 35 of the Constitution; By-Laws 4.4 and 5.2 c) and e); 5.3 c) and e); 5.8; 5.9; 6.5; 7.3; 7.4; and 9.6.

**5. Considerations**

- 5.1 The Finance Committee shall be responsible for:
  - 5.1.1 Consulting with each club committee and sub-committee to establish an income and expenditure budget for that section.
  - 5.1.2 Compilation from sectional and committee budgets the Club's income, and expenditure and budget;



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- 5.1.3 Recommending spend limits for each Club Committee and Sub-committee;
- 5.1.4 Preparing procedures for purchasing for the Club;
- 5.1.5 Overseeing the Club's income and expenditure and compliance with set procedures;
- 5.1.6 Preparing any borrowing submissions as may be required;
- 5.1.7 Providing fiscal advice to the Board of Directors;
- 5.1.8 Manage the excess funds that are transferred from the Supporters' Club;
- 5.1.9 Provide direction and advice to the Fundraising Sub-Committee;
- 5.1.10 Provide monthly reports in the required format to the Board of Directors;
- 5.1.11 Controlling and monitoring the set spend limit for each section of the club;
- 5.1.12 Dealing with matters referred to the committee by the Board.

**6     Procedures**

- 6.1     The Treasurer shall be the Chairperson of the meetings
- 6.2     The Finance Committee Agenda Template (TEMP014) for meetings shall be:
  - i.     Opening
  - ii.    Attendances;
  - iii.   Apologies;
  - iv.    Disclosure of Interest
  - v.     Declaration of Confidentiality
  - vi.    Confirmation of Minutes of Previous Meeting;
  - vii.   Business Arising;
  - viii.  Correspondence;
  - ix.    Budget Issues;
  - x.     Strategic Plan;
  - xi.    Reports;
  - xii.   General business;
  - xiii.  Next Meeting Date; and
  - xiv.   Closure of Meeting.
- 6.3     The Finance Committee shall report to the Board within seven days of their meeting on the required Minutes Template (TEMP009)
- 6.4     Draft Minutes are to be forwarded to all committee members for their approval and confirmation of correctness of the Minutes.



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- 6.5 Once the Minutes have been approved, a signed copy should be forwarded to the Club Secretary for consideration of the next Board Meeting.
- 6.6 Resolutions or recommendations for consideration by the Board shall also be provided on the Cover Committee Report Template (TEMP010) and should include a rationale to support the resolution or recommendation. This includes but is not limited to:
- i. Review and comment on financial; reports;
  - ii. Major purchases;
  - iii. Budget approvals and compliance;
  - iv. Fundraising; and
  - v. Appropriate current activities designated in the Strategic Plan.

**Authority**

John Scott  
President