

Queensland Cane Growers' Association Union of Employers

Financial Year Disclosure Statement for financial period end 30 June 2015

Industrial Relations Act 1999

s 557P ACCOUNTS for the financial year - see attachment 1.

s 557Q REMUNERATION AND BENEFITS FOR HIGHEST PAID OFFICERS

Name of Officer	Remuneration paid to the Officer in the year \$	Any non-cash benefit, including the value of the benefit given to the officer by the organisation, other than remuneration	Any amount paid to the officer in their capacity as a Board member (excludes travel & accommodation to attend board meeting)
Nil	Nil	Nil	Nil

s 557R FINANCIAL REGISTERS

For each register the organisation is required to keep under division 2A of Part 12 of Chapter 12 of the Act, the address of the website on which the register is published under s 557 is www.canegrowers.com.au

s 557S SPENDING FOR POLITICAL PURPOSES

Nature of Spending	Political object to which spending relates	\$ Amount of spending
Nil	Nil	Nil


s 557T POLITICAL PARTY AFFILIATION FEES

Name of Affiliated Political Party	\$ Amount of Fees
Nil	Nil

s 557U FINANCIAL POLICIES

Name of Policy	Description of the Policy	Date the Policy was Implemented	Date the Policy was last reviewed
Attached	Administration and Finance Policy		June 2015

Officer's Name	Description of the officer's role in the organisation	Date the officer most recently completed the training required under s 553B(2)
Nil		


..... (Signed by Authorised officer)
Mr Dan Galligan

09/11/2015

Administration and Financial Policy

Key Terms:

1. The "Union" means Queensland Union Union of Employees
2. The "Act" means the Industrial Relations Act 199 (Qld), as amended from time to time.
3. The "Regulation" means the Industrial Relations Regulation 2011 (Qld), as amended from time to time.
4. "Expenditure" includes spending by the Union on travel and accommodation.
5. This policy meets the obligations of the Union to have the following financial policies pursuant to the Act:
 - a. Policy for decision making about, and reporting of, the organisations financial matters
 - b. Policy for authorisations and delegations relating to the organisations spending;
 - c. Travel and accommodation spend for the organization
6. An officer or employee of the Union must obtain prior approval in relation to spending of Union funds if the amount is outside of the approved budget.
7. Where the amount spend is within approved budget, the amount spend must be authorized by the appropriate delegated authority.
8. All expenditure \$5,000 or less must be authorized by both the CFO (Chief Financial Officer) and the Company Secretary.
9. All expenditure of \$5,001 or more, must be authorized by the State Council.
10. Control of the Unions property, and investment of funds, is the responsibility of the State Council.
11. Approval by the State Council is required to:
 - a. Sell any property of the Union with a value of \$5,000 or more
 - b. Invest any funds other than via a recognised trading bank account.
12. Expenses incurred by an Officer of the Executive Committee must be approved by another Officer of the Executive Committee
13. The CFO must ensure that all reporting of financial matters as required by the Act and Regulation are undertaken.
14. The Company Secretary must ensure that all returns, statements, declarations and any other document or report required by the Act and Regulation are prepared.
15. Gift has the same meaning as it has pursuant to the Act.
16. Entertainment and hospitality have their ordinary meanings.
17. This policy meets the obligations of the Union to have a financial policy pursuant to the Act in relation to:
 - a. Travel and accommodation
 - b. Spending on and receipt of entertainment and hospitality; and
 - c. Gifts, including giving, receiving and disposing of gifts.

Administration Procedures

ACCOUNT PAYMENT

Each time an expense is incurred on a company account, the supplier will send UNION an invoice requesting payment for the amount incurred, either by email, fax or mail. The Accounts Department will check that the received invoice is compliant with GST legislation.

All invoices are placed in the Accounts Department supplier invoice/accounts payable in-tray. The Accounts Department will stamp each invoice and forward to the relevant department manager for authorisation of payment.

The CFO will sign each invoice to indicate that it is to be paid and needs to write which budget code the expense is to be allocated to. After assigning a budget code to the invoice and signing, they are to be returned to the Accounts Department for payment.

All invoices need to be signed by the CFO who will compare to the budget code that the expense is being allocated to.

Upon returning to the Accounts department, the invoice needs to be co-signed by the Company Secretary before entering into the accounting software and payment can be made.

The Accounts Department is responsible for determining when the invoices are due and ensuring it is paid close to the due date. This assists maintaining our cash flow and complies with the supplier's payment terms.

Payment of invoices occurs monthly. The prompt returning of signed invoices ensures invoices are paid within the required timeframe.

Should a supplier request immediate payment or payment before the monthly payment run, approval is required from the Accounts department prior to agreeing to these terms with the supplier.

Travel and accommodation expenditure that is within budget must follow the same procedure as any other expenditure as described above.

Any Travel and accommodation expenditure that falls outside of budget must be approved by the Executive Committee prior to commitment to spend.

Credit Cards – section 553A(C)

Policy

The Union does not offer credit card payment terms to any of its officers or employees, however the Union is required to have a financial policy in relation to the organisation's credit cards pursuant to the Act.

Officers or employees of the Union who regularly incur expenses as a consequence of, or associated with the performance of the Union duties, will, with the approval of the Secretary, be issued with a Union credit card.

Use of Union credit card is to be strictly in accordance with this policy. Consistent failure to comply with this policy may result in the withdrawal of Union credit card privileges.

Union credit cards must not be used for spending for personal purposes.

Union credit cards may be used for expenses incurred as a consequence of, or associated with the performance of the employee's duties, including but not limited to: travel & accommodation, meals, entertainment.

The Union reserves the right to cancel/withdraw the issue of Union credit card facilities to individual Officers to individual Officers of the Union or employees.

Procedure

When a company credit card is used to pay company invoices, an Expense Claim form must be filled out and approved by the holder of the card, prior to the purchase being made or as soon as reasonably practical afterwards.

All expenses need to be signed by the manager in control of the budget code that the expense is being allocated to. This may result in the manager of the relevant budget code and the card holder, both having to sign an expense claim form.

Once approved, the tax invoice is to be attached to the form and placed in the Accounts Department Credit Credit/Expense Claim form in-tray.

The delegate authority limits apply to credit card purchases.

If any purchases appear on the statement that do not have a corresponding Expense Claim Form and attached receipt, the Accounts Department will coordinate with the cardholder to discover the origin of the purchase. If the purchase is valid, the cardholder is then required to complete an expense claim form and seek a receipt from the supplier or advise the Accounts Department that an unauthorised purchase has been made and the Manager Finance & Administration will commence fraud procedures.

The Accounts department will:

- Match each purchase on each credit card statement to its corresponding Expense Claim form and attached tax invoice.
- On the statement, using the expense claim form as a reference, write the appropriate budget code, GST amount and reason/explanation of expenditure.
- Enter all credit card statements into accounting system/Attache.
- The credit card statements are filed into their relevant folder and given to the CFO for approval.
- The credit card statement files are then forwarded to Secretary for further sign off.

Outside Budget

If the expenditure is required and no budget or alternative funding source exists, approval from the Executive Committee must be obtained.

Gifts, Entertainment, Hospitality

An Officer of the Union must not accept any gift, without prior, express, written authorization from the Company Secretary or the Executive Committee.

An Officer of the Union may not spend funds outside of budget on any benefit (gift, entertainment, hospitality) without prior, express, written consent from the Company Secretary or Executive Committee.

An Officer of the Union may not dispose of any gift without prior, express, written consent from the Company Secretary or Executive Committee.

All benefits with a value, or combined value of more than the value prescribed by the Regulations, section 47A, must be declared and recorded in the Unions Gifts and Benefits Register.

Complaints about financial matters are dealt with:

1. This Policy meets the obligations of the Union to have a financial policy pursuant to the Act in relation to how complaints about financial matters are dealt with.
2. A person may make a complaint to the Company Secretary, or an Officer of the Union who has been appointed as officer for complaints by the

Secretary, from time to time in relation to how the Union has dealt with a financial matter.

3. The Union must expeditiously assess the complaint.
4. The Union must deal with the complaint in the way the Union considers most appropriate.
5. The Union may take no action, or decide to take no further action, in relation to the complaint only if the Union is satisfied that:
 - a. The complaint is misconceived, trivial,; or
 - b. Dealing with the complaint would otherwise be an unjustifiable use of resources.

Contracting Activities

This policy meets the obligations of the Union to have a financial policy pursuant to the Act in relation to the organisation's contracting activities.

A contract for supply of goods or services greater than \$20,000 is considered by the Union to be a significant contract.

The Executive must have the Union review, annually, the Union's major costs incurred through contracting activities. The Executive will also regularly invite tenders for the Union's significant contracts for the supply of goods or services.

Any supplier that tenders for or enters into a contract for supply of goods or services must disclose to the Union any conflict of interest arising during the tender process or negotiation, when contract entered into or while contract is in force.

The Secretary must ensure that the Union retains a register of such disclosures and ensure the register is reviewed at each Executive meeting following the addition of any new disclosure.

Tenders may be conducted via open tender, expressions of interest or invited tender – and presented to the Executive.

