# FINANCIAL POLICIES AND PROCEDURES

## SECTION 4: REVENUE

## POLICY 3: REVENUE & RECEIPTING

### Policy Rationale

[organisation] revenue streams will be invoiced and receipted in a timely and professional manner, so our clients have utmost faith in us and respect for our service deliveries.

[organisation] will also receipt revenue received in a timely and systematic manner in order to safeguard the organisation from fraud and or mismanagement.

### Policy Statement(s)

Any activities associated with the generation or receipting of [organisation]’s revenues should be conducted in accordance with [organisation]’s Delegated Authorities.

[organisation] shall implement appropriate controls over the generation and administration of revenue invoices to ensure:

1. There are appropriate financial systems and procedures in place to manage debtor records and invoicing
2. Invoices are generated and sent to debtors in an accurate and timely manner with clear payment terms
3. That invoices raised by [organisation] and transactions entered within [organisation] ‘s accounting systems disclose all information as may be required under any binding legislation, e.g. details required to be included on an invoice for tax purposes

[organisation]’s receipting of revenue will be in accordance with the following:

1. Any cash receipts are to be kept securely and banked within three working days. Where sums held are significant banking should be more frequent.
2. Where possible, [organisation] should request payment by direct debit, automatic payment or direct credit in order to minimise its cash fraud risk
3. All receipts must be recorded against whom the funds were received from and for which invoice (or sales item where invoice unknown) and entered into the accounting system as soon as practicable.
4. Any remittance advices or other documents accompanying the payment should be retained and filed
5. Revenue received via Credit Card payment should be processed as soon as practicable. Procedures for failed processing or later rejection will be documented by the CFO / Finance Manager

### Policy Implementation and Related Procedure Documents

The implementation and review of these Revenue & Receipting policies are the responsibility of [organisation]’s Audit, Finance & Risk Committee.

[organisation]’s Audit, Finance & Risk Committee may request that the External Auditors review revenue and receipting as part of the annual audit.

[organisation]’s CFO / Finance Manager is responsible for the:

1. Implementation, review and monitoring of the systems and procedures relating to invoicing and debtor management
2. Implementation, review and monitoring of the systems and procedures relating to receipting of revenue
3. Provision of training to those staff dealing with [organisation]’s revenue receipts.

The following [organisation] policies and frameworks should be referred to in this regard:

* Finance Manual
* Accountability, Internal Controls & Audit Policy
* Financial Systems & Procedures Policy
* Receivables Policy
* Bank Accounts Policy
* Credit Card Policy
* Fraud Policy
* Debt Collection & Write Off
* Records management and Data Security Policy

### Legislative Compliance Considerations

* Goods and Services Tax Act 1985
* Income Tax Act 2007

### Review Protocol

|  |  |
| --- | --- |
| Policy Reviewed By: | Audit, Finance & Risk Committee |
| Date Reviewed: | [Date] |
| Next Review Date: | [Date] |
| Revokes Policy Reviewed: | [Date] |