# FINANCIAL POLICIES AND PROCEDURES

## SECTION 1: FINANCIAL MANAGEMENT

## POLICY 4: FINANCIAL REPORTING & MONITORING

### Policy Rationale

In order for the Board to make informed and meaningful decisions the financial reporting presented to the Board must be:

1. In a format that all Board members are able to understand
2. Regular, timely and comparable
3. A true and accurate account of the financial affairs of the organisation

The Annual Financial Statements will only be meaningful to external stakeholders if produced in an accurate, timely and professional manner.

### Policy Statement(s)

All financial reports submitted to the Board by the CEO shall:

1. Reflect a true and accurate picture
2. Be a complete representation of the organisation’s financial performance and position
3. Utilise standard financial reporting formats which present the data in a way that makes it easy to interpret or understand and comply with the necessary legal and accounting requirements
4. Comply with the agreed Board reporting procedures
5. Be presented on a [monthly / quarterly] basis
6. Easily allow comparison between actual and budget
7. Be made available to the Board and Audit, Finance & Risk Committee as required
8. Comment on trends and variances

At the completion of the annual reporting period, the Annual Financial Statements are to be prepared in an appropriate format (as per relevant legislation), a timely manner and forwarded to the Auditor [if applicable].

### Policy Implementation and Related Procedure Documents

The implementation and review of these Financial Reporting & Monitoring policies are the responsibility of [organisation]’s board.

The implementation of Financial Reporting & Monitoring procedures are the responsibility of the [organisation]’s CFO / Finance Manager. They are also responsible for the preparation of all financial reports.

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

* Finance Manual [if the organisation has one]
* Accountability, Internal Controls and Audit Policy
* Financial Systems & Procedures Policy
* Budgeting Policy
* Commercial Activities, Grants & Funding Policy
* Tax Policies

### Legislative Compliance Considerations

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* Companies Act 1993 [if a Company]
* Constitution [if a Company]
* Incorporated Societies Act 1908 [if an Incorporated Society]
* Incorporated Societies Act 2022 [applicable if an Incorporated Society registered under the new Act. Reregistration is available from 5 October 2023]
* Incorporated Society Rules [if an Incorporated Society registered under the 1908 Act]
* Incorporated Society Constitution [if an Incorporated Society registered under the 2022 Act]
* Trust Deed [if a Trust]
* Trusts Act 2019 [if a Trust]
* Charities Act 2005 [if a registered Charity]
* Financial Reporting Regulations 2015 [if appropriate]
* Financial Reporting Act 2013 [if appropriate]
* Tax Administration Act 1994
* Tax Administration (Financial Statements) Order 2014
* Goods and Services Tax Act 1985
* XRB Reporting Standards

### Review Protocol

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