

Mount Roland Land Care

Payment policy, March 2024

Review Date, March 2026

Payment, p1

MRLC

Payment Policy

To maintain the integrity of MRLC's constitution and facilitate timely payment of monies due, the following principles apply.

The Executive shall appoint two persons to authorise payments and other withdrawals from any account, or accounts, of MRLC (Section 7.2 of Constitution). The executive (President, Vice President, Secretary and Treasurer) and up to three committee members are registered as signatories to the MRLC account. Two signatories are needed to set up and authorise electronic payments, or to sign cheques. The Executive will act as signatories unless members are unavailable or have a conflict of interest. Where necessary, other designated committee members may authorise payments.

No payments should be made without the express authority of the committee through a committee meeting. Between regular committee meetings invoices relating to pre-approved contracts, which are within expectations of likely expenditure, may be paid and put before the next committee meeting for endorsement.

The Executive may confer, including by email and, if unanimously in favour, may authorise any other payment deemed to be necessary and instruct the Treasurer to set up such payment. Payments so made are to be put before the next committee meeting.

Where multiple invoices are presented for payment by a claimant; or an invoice and a reimbursement, separate transactions will be made for each.

Procedures to follow for all payments. The Treasurer should be one of the signatories on any transaction unless extenuating circumstances preclude this (for example, being unavailable or having a conflict of interest), in which case another member of the Executive will be authorised to act on his/her behalf to initiate payments.

If payment is to be by cheque the Treasurer will draw up the cheque and present it to an authorised signatory for countersigning and then ensure that it is posted/handed to the recipient.

If payment is to be by direct electronic transfer the Treasurer will initiate the transaction on the Bank's website and will notify other signatories on the account that the transaction is awaiting approval.

In line with the MRLC Conflict of Interest policy no one is to set up or authorise a payment to themselves, or to a person they are related to, financially connected to, or in a reciprocal arrangement with (for example employer/employee or supervisor/worker).

Any claim for payment (either directly or as a reimbursement) is to include documented proof of the expense including the name of the supplier, the nature of the expense, the date of transaction, the amount being claimed and the GST component, if any. The documented proof may be in an electronic form or a hard copy.