



NURTURE + STRENGTHEN + CONNECT OUR COMMUNITY

FINANCE POLICY MONEY & DISCLOSURE STATEMENTS

OUR COMMITMENT:

LIVEfree PROJECT is committed to transparent and autonomous behaviours, attitudes and procedures around finances and the handling of money. All transactions carried out by staff for the organisation or on behalf of a client will be done with the utmost integrity, and in a way that is attentive to legal and legislative recommendations and requirements.

Who does this policy apply to?

We acknowledge that as an organisation both on the coal face and behind the scenes we work with the vulnerable and those who need our support and trust. As members of the board, those who hold the position of Finance Manager/ Controller, Project Director and all staff and volunteers, we will conduct ourselves in and around the area of money with a strict moral and ethical code that centres itself in consistent protective practice for the preservation of our good name in the community and to honour our sponsors, stakeholders, and investors trust. We do this understanding there is a higher standard that we must bring in all engagements that we find ourselves in, knowing that the government and legislative bodies that govern hold a standard up for us to follow.

Background:

This policy has been written with the understanding that there is:

PART A:

The financial approach and conduct to the business side of our organisation. Prioritising consistent financial integrity towards:

1. Day to day invoicing and the processing of day-to-day expenses of the activities of the project.
2. Accurate recording of these transactions, receipts, invoicing, payments, and reimbursements.
3. Accurate recording and receipting donations of sponsors and stakeholders.
4. Paying of wages to staff – payroll duties.
5. Payments of contractors.
6. Reconciliation of expenses and payments – monthly statements.

7. Preparing accurate records and ledgers.
8. Auditing – External auditor.

PART B:

Our financial approach towards working and serving the community, supporting ALL persons, especially the vulnerable that it contains. Our money and property disclosure statements speaks to the following:

1. Operating with honour in all transactions with all people; especially the advocacy and support work we extend to the vulnerable.
2. Providing advocacy to clients who are engaging services that help them with financial support in a genuine encounter as we continue to care and support all people.
3. Looking intentionally for ways we can actively empower clients to take charge of their own financial situation and position them carefully for a positive outcome.
4. Accompanying clients who have control of their finances and property, doing all that is possible, so they are not taken advantage of in community transactions.
5. Empowering their lived experience of independence.
6. Prioritising the integrity of our conduct through all our dealings as a worker in community to ensure the Projects good name is maintained.

1. Division of Duties

Our Finance manager is responsible for the financial documents of LIVEfree PROJECT and is responsible for managing those documents.

The Finance Manager records petty cash distributions and mail all checks from the accounting department. The Project Director / or the Finance Manager is designated to approve all invoices and checks and receives unopened bank statements. The Finance Manager reports to the Director and the Board of Directors of LIVEfree Project.

2. Authorizations

- The Finance Manager and the Director of the Project Board can sign cheques, operate the credit, and debit cards for the company. Debit cards are provided to the Project Director, Program Coordinator, and some specific Wellbeing Workers, based

on their level of responsibility and their role or duties in the organisation. But it could also include one or more key employees.

- Note any changes to a cheque or savings account must go through an approval process arranged by the Finance Manager and the Project Director and Director of the Board.

3. Receipts/Disbursement Procedures (As outlined in the Expenditure Policy)

1. Each invoice will need to be submitted along with details on the reimbursement form to the Finance Manager. This form must have the initial of the approved Program Coordinator authorizing payment of the invoice or obligation before it can be paid. There is a drawer allocation on their desk to facilitate for this to happen. This will be shown to you on orientation.
2. Each quarter the Finance Manager will provide a summary of the expenditures made and charged to the accounts under coordinators responsibility, along with remaining budget amount and present this to the board of directors.
3. The Project coordinator will be responsible for adjusting the expenditures during the year to be sure over budget items do not occur, and that the program is living within the projected budget. They may work with the Finance Manager / Director and Board to seek a budget adjustment.
4. Each Program Coordinator is responsible for submitting budget figures for each succeeding year's budget to the Finance Administration in time to prepare and submit for Board's approval toward next year's program for the organisation.

4. Payroll

The Finance Manager will build, maintain, and secure employee files. Include information regarding who processes payroll, keeps track of sick and vacation days and who ultimately signs the pay cheques.

5. New Vendors

New vendors would be recommended by the Program Coordinator to the Project Director Who would then discuss with the Finance Manager. New vendors would need a

recommendation/ current references for us to check through to ascertain viability and accountability.

Money and property disclosure statements:

In all our dealings when it comes to the engagement of clients we stand with a strong stance against exploitation, abuse and compromising of ethical and legal standards and requirements. These disclosure statements outline our stance on the way we conduct ourselves in and around our clients:

- LIVEfree PROJECT has a zero tolerance of abuse.
- LIVEree PROJECT employees and volunteers are not to engage in any abusive behaviours towards participants or other staff.
- LIVEfree PROJECT recognise abuse is a violation of a person's human rights and has several forms such as financial, emotional, physical, sexual or neglect.
- LIVEfree PROJECT employees and volunteers uphold the Duty of Care Policy that recognises the effects of and forms of abuse.
- LIVEfree PROJECT empowers participants to have the use of their own assets.
- LIVEfree PROJECT empower participants to have and use their own finances.
- LIVEfree PROJECT empower participants to have the use of their own possessions.