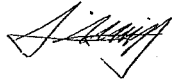
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: FINANCIAL MANAGEMENT		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children.

2. Policy Statement

The YMCA aims to provide a quality service that meets the needs of the children by providing them with the resources they need and meet the needs of the parents by providing affordable care.

The YMCA of Sydney is responsible for all financial aspects and will ensure that all funding, government legislation and acts are fully followed, and that clear records of all the financial transactions are recorded and stored for the required time in a secure place.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Fee Policy

4. Responsibilities & Delegations


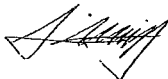
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. Funding and operational agreements
- 5.2. income tax assessment act
- 5.3. Goods and services tax
- 5.4. Superannuation act
- 5.5. Staff awards

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.


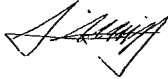
 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
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PROCEDURES

- The Centre Manager will draw up an annual budget in consultation with the Finance Executive and approved by Board of Directors.
- Fundraising will be encouraged and supported by the Area Manager but will not be a part of the income required in the budget.
- The Area Manager will be responsible for ensuring that required financial transactions are recorded properly, and stored in a secure place.
- The Finance Manager will be responsible for ensuring that all returns, audits, reports and other financial accountabilities are carried out by the appropriate time frame.
- The Human Resources Manager will ensure the payment of staff on an agreed basis, according to the appropriate Award entitlements and that all tax and superannuation deductions are made.
- The Area Manager/Co-ordinator/Supervisor will be responsible for the day to day financial management of the centre such as collection and banking of fees, allocation of petty cash and payment of bills, CCB/CCMS requirements and end of month reports.
- The Finance Manager is responsible for ensuring that the financial report is submitted to the funding bodies within the time frame outlined in funding agreements.
- All financial records will be kept for a period of 7 years and will be made available for inspection by the relevant government Department officers.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
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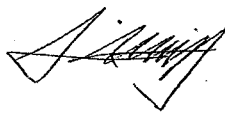
I endorse the Financial Management Policy.

Name: *Maryann Rupnik*
Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
Group Manager

Signature: 

Date: 7 December 2009