

FIN01

Ecocycle Finance Policy

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Introduction

Purpose

Ecocycle recognises the importance of implementing sound financial management through compliance with record keeping, receipt and expenditure of monies and auditing processes.

The aim of this policy is to ensure that all accounting transactions and financial reports follow Australian Accounting Standards.

Scope

This policy applies to all Ecocycle employees and senior members.

Responsibilities

Chief Executive Officer The Chief Executive Officer (CEO) of Ecocycle assumes the responsibilities of the employer to provide a financial system, which is managed in accordance with the Australian Accounting Standards Board (AASB) and the Australian Taxation Office (ATO).

The CEO will ensure that adequate resources are made available to meet financial aims and objectives and to implement this policy, and to ensure that management are given the responsibilities and authority to ensure its success.

The CEO will ensure that management are responsible for the successful implementation of the finance programs for which they have control.

Finance Support Team The accountability for all financial systems rests with the CEO of Ecocycle.

The Finance Support Team is responsible for the implementation of the requirements of the Australian Accounting Standards Board (AASB) and the Australian Taxation Office (ATO), and for ensuring effective implementation of Ecocycle financial policies and procedures.

The responsibilities of the Finance Support Team include:

- Develop and maintain capital budget/s.
- Manage and control departmental expenditure within agreed budgets.
- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee reporting and accounting functions according to regulatory and legal requirements.
- Oversee budgetary planning and costs management for acquisitions, and collaborations with third parties, in alignment with the agreed strategic direction of Ecocycle .
- Coordinate audits and proper filing of tax returns and associated statements. Serve as a key point of contact for external auditors; manage preparation and support of all external audits.
- Enhance and implement financial and accounting systems, processes tools and controls.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Maintain financial and payroll records.

Employees

All employees of Ecocycle will take reasonable care to:

- Follow established financial practices.
- Maintain receipts for all expenses associated with work practices, travel and entertainment.
- Use corporate credit/debit cards issued to them in accordance with the supplying institution's conditions of use and Ecocycle procedures.
- Comply with any reasonable instruction from an employer in relation to finance at work.
- Actively support the consultation process.



General Statement of Policy

General Statement

Accurate accounting and financial reporting within Ecocycle are integral to providing the necessary information for budgeting, planning, and management responsibilities. To achieve this, Ecocycle's financial management and reporting systems are constructed so that:

- Costs are treated consistently with Ecocycle's written policies and procedures.
- All payments are based on fully supported documentation.
- All financial records are supported by source documentation.
- Reports can compare actual expenditures with planned expenditures.
- Within Ecocycle's financial management and reporting system, a number of checks and balances have been established.

Effective credit control maximises the cash flow and minimises the risk of bad debt to Ecocycle. It is vital that the CEO and the Financial Support Team of Ecocycle are aware of the importance of credit control and debt management and fully cooperate in managing the administrative process.

Financial Management

The function of managing Ecocycle's financial resources includes the following:

- Establishing, operating and maintaining accounting system controls and procedures.
- Financial planning.
- Monitoring and analysis of Ecocycle assets.
- Managing expenditure, receivables and costs associated with employees.
- Ensuring all financial practices are aligned with business operations.

Financial Systems Controls

Bank Accounts All funds will be maintained in a bank account in the name of:

- Ecocycle Pty Ltd

The CEO will be responsible for the opening, closing and ongoing management of Ecocycle bank accounts. Any bank account opened without CEO approval will be deemed to be unauthorised and Ecocycle will not accept any responsibility for any liability that may arise. Persons responsible for opening an unauthorised bank account may also be subject to disciplinary action.

Account Signatory The signatory on Ecocycle accounts is the CEO and the members or team nominated by the CEO.

All withdrawals from Ecocycle accounts are to be authorised by the signatories.

Financial Records

The Finance Support Team must maintain permanent books and records of Ecocycle's financial activity.

- Detailed records must be maintained and receipts, disbursements, and contributions specifically itemised.
- Where a system is automated, printouts ('hard copy') of computerised records must be made, as well as computer files.
- Internal records must be reconciled through the bank statements as they are received.
- In no instance shall reconciliation occur less than monthly.
- All records must be retained for at least seven (7) years. These books and records as well as bank statements, other correspondence and files of an official nature are property of the Australian Taxation Office (ATO).

Financial Reporting All financial reporting must be managed by the Finance Support Team. All financial information will be securely stored.



General Statement of Policy

Credit Cards

Ecocycle uses Westpac Bank as its credit/debit card provider.

The company credit/debit card is only to be used for official Ecocycle business and in accordance with this policy, the Credit/Debit Card Policy and Credit/Debit Card procedure.

Authorised Cardholders Credit/Debit cards are issued only to approved full-time employees. There are no other authorised cardholders. Refer to **Credit/Debit Card Policy**.

Accounts Payable

Each payment must be accompanied by original supporting documentation. The Finance Support Team shall ensure that the original supporting documents, including invoices, are maintained in the appropriate file.

- Cheques presented for payment (i.e. to be signed), are to be signed as soon as reasonably practicable.
- Invoices are to be paid according to the agreed invoice terms and are processed on a timely basis to ensure continued good relationships with vendors and suppliers.
- Blank cheques will not be signed and left blank to be filled in later by a third party unless approved in special circumstances by the CEO.
- Signed cheques must be returned directly to the Responsible Officer for mailing. It is Ecocycle's policy to mail cheques as soon as practicable after they are signed.

Accounts Receivable

Ecocycle is committed to maximising collections and minimising bad debts.

Ecocycle accepts the following payment methods:

- cash
- cheque
- transfer (Telegraphic Transfer /BPay /AustPost BillPay)
- credit card, debit card.

All products sold by Ecocycle, must be invoiced at the time of sale through our Xero system so a legitimate record is made. Under no circumstance should recipients be issued with products without an invoice raised and funds receipted within a reasonable timeframe (relevant to Ecocycle's credit terms).

Implementation

Breach of this Policy

Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of Company access, privileges, civil, and/or criminal prosecution.

Policy Review

This policy will be reviewed annually or as required to reflect changes in business practice or legislation.

Dissemination of Policy

A copy of this policy will be made available to each worker upon commencement of work and additional copies made available upon request.

Authority and Responsibility

This policy is issued under the authority of the Chief Executive Officer of Ecocycle.

Legislation

- a) Crimes Act 1958



Doug Rowe
Chief Executive Officer
Date: 21st June 2023



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