

H E I L A L A

Control of Funds and Resources Policy

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Purpose

The policy below outlines the position taken by Heilala in relation to the control and distribution of donor funds and resources. Heilala is committed to maintaining the highest standards of transparency and accountability in all areas of its financial management. The implementation of the below processes is designed to ensure that any risk of misappropriation or improper use of funds or resources is adequately mitigated.

Scope

The following Control of Funds Policy applies to Heilala Board members, staff, volunteers and partner organisations and individually contracted consultants and labour personnel (both in Australia and overseas).

Policy

Heilala acknowledges the social responsibilities attached to being a non-for profit organisation and is committed to ensuring that the following values guide all of its operations:

- Accountability;
- Transparency;
- Efficiency;
- Integrity; and
- Honesty.

1. Receipt of funds or resources

1.1..Funds and resources donated to Heilala will only be accepted where they support, either directly or indirectly, the purpose for which Heilala was established.

1.2..It is the sole discretion of the Board of Directors (the **Board**) to decide whether to accept or reject donations of funds or resources.

2. Control of funds

All funds received by Heilala, including but not limited to cash, cheques or direct money transfers, are to be properly controlled and distributed using the following guidelines:

2.1. Funds received for the purposes of non-aid and development activities:

2.2 A bank account has been established to receive funds donated not specifically for the purpose of aid and development activities (the WESTPAC ONLINE SAVER - 39-4410).

2.3 Access to the WESTPAC ONLINE Account is granted to the President, the Treasurer and the Secretary to perform transfers.

2.4 All transfers must be confirmed and authorised by a board member with authority on the account.

2.5 Transfers exceeding \$5,000.00 that do not fit within a pre-approved budget will require Board approval via email, written consent or as recorded in the minutes of a board meeting. These transfers will be printed and filed for our records and for transparency sake.

2.6 All funds received in the **WESTPAC ONLINE SAVER** will be recorded and accounted for through monthly bookkeeping

2.7 Funds received for the purposes of development activities: A separate bank account has been established to pay for expenses for the purpose of development activities (the **WESTPAC EVERYDAY - 39-4402**).

2.7.1 Three signatories have been allocated to the Account.

2.7.2 The Account will act under the rule of two authorisations for any transaction.

2.7.3 Access to the **WESTAC EVERYDAY** Account is granted to the President, the Treasurer and the Secretary to perform transfers.

2.7.4 Transfers exceeding \$10,000.00 that do not fit within a pre-approved budget will require Board approval via email, written consent or as recorded in the minutes of a board meeting. These transfers will be printed and filed for our records and for transparency sake.

2.7.5 All funds received in the **WESTAC EVERYDAY** will be recorded and accounted for through monthly bookkeeping.

3 Allocation of funds or resources

Heilala commits to allocate all funds and resources received in accordance with the purpose for which they were donated through the following processes:

3.1 Upon receipt, funds and resources will be allocated to the development activity for which the donor intended them.

3.2 A list of donors will be established and regularly updated to record the name of donors, the funds and/or resources donated, the intended purpose of the donated funds or resources and the donation method used.

- 3.3 Any donations made into the **WESTPAC ONLINE SAVER** Account that were intended for the principal purpose of development activities will be transferred to the **WESTPAC EVERYDAY** Account. All internal transfers will be adequately recorded including details of the transfer amount and the purpose intended for the donation.

4 Distribution of funds or resources to third parties (including affiliates or partner organisations)

HEILALA will only distribute funds or resources donated for aid and development activities to a third party where it has taken reasonable steps to ensure the following:

- 4.1 The activity for which the funds or resources are to be distributed is consistent with the direct or indirect intention of the donor.
- 4.2 The third party receiving funds or resources is committed to, and the activity for which the funds or resources are to be distributed is consistent with, the overall strategy, objectives, purpose and values of Heilala.
- 4.3 The third party is committed and able to apply and distribute the funds or resources in accordance with this policy, the ACFID Code of Conduct and all relevant laws (including local, state, national and international laws).

5 Control and risk management mechanisms

Heilala is committed to complying with all relevant laws and regulations on financial management including those in relation to taxation, counter terrorism and anti-money laundering. Heilala seeks to mitigate the risk of misappropriation or improper use of funds or resources by implementing the following processes:

- 5.1 Where appropriate, criminal record checks will be obtained prior to employment of new staff members (in Australia and Overseas).
- 5.2 Training days for new staff (in Australia and Overseas) will cover this policy.
- 5.3 All board members and staff will be briefed on this policy annually.
- 5.4 All personnel will be monitored to ensure their compliance with this policy. As well as [Heilala anti-fraud and bribery and anti-corruption policy](#) and [Heilala Counter-Terrorism Policy](#)
- 5.5 Accountability reports will be sent from Heilala Board after each General Meeting in the minutes and available upon request.
- 5.6 Prior to transferring any funds or resources to a third party, HEILALA will identify and assess the risks and then apply a risk-based approach that ensures the relevant

measures necessary to prevent or mitigate the misappropriation or improper use of funds or resources are adequate. This will be done on a case by case basis.

- 5.7 All staff will be encouraged to report any suspicious or unusual behaviour in relation to the control, allocation or distribution of funds received by Heilala or received by any third party by or on behalf of Heilala. [See Heilala Complaints Policy available online on www.heilala.com.au.](#)
- 5.8 Heilala is firmly against any behaviour of personnel that could potentially bring the organisation into disrepute including but not limited to fraud, corruption and bribery and reserves the right to dismiss any personnel who violate this policy.

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