

ACNpA Board Governance Charter

13/12/25-November 2026 V2

Contents

Australian Clinical Neuropsychology Association Board Governance Charter..	3
1. Purpose of Board Charter.....	3
2. Role of the Board.....	3
3. Responsibilities and functions.....	3
3.1 Strategic Direction.....	3
3.2 Policy setting.....	3
3.3 Finance and Accounting.....	3
3.4 Risk Management.....	4
3.5 Compliance.....	4
3.6 Appointments.....	4
3.7 Accountability.....	4
3.8 Decision making.....	4
4 Board composition.....	5
5 Board selection and renewal.....	5
6 Roles of Key Positions.....	5
6.1 Chair.....	5
6.2 Individual Directors.....	6
6.3 CEO (or equivalent).....	6
6.4 Public Officer.....	6
7 Committees.....	7
8 Board processes.....	7
8.1 Board induction.....	7
8.2 Ongoing training.....	7
8.3 Board records.....	7
8.4 Access to ACNpA employees.....	8
8.5 Access to independent advisers.....	8
9 Director duties and behaviour.....	8
10 ACNpA obligation to Directors.....	8
10.1 Protections.....	8
10.2 Reimbursement and remuneration.....	8
11 Board meetings.....	9

11.1 Annual Schedule.....	9
11.2 Attendees.....	9
11.3 Agenda.....	9
11.4 Board papers.....	9
11.5 Minutes.....	9
12 Review of Board performance.....	10
13 Review of Charter.....	10
14 Delegation to management schedule.....	10
15 Charter Last Updated.....	10
16 Disclaimer and Further Information.....	11
Appendix 1 Election of office bearers by the board.....	11
Appendix 2 Delegations of Non-Financial Authority Schedule.....	13
Appendix 3 Current Committees.....	14
Appendix 4 Board Induction Pack.....	15
Appendix 5 Director Code of Conduct.....	16
Appendix 6: Financial Management Policy.....	19
Financial Delegations of Authority – Summary Table.....	23

Australian Clinical Neuropsychology Association

Board Governance Charter

1. Purpose of Board Charter

This Board Charter (**Charter**) outlines the governance principles, roles, and responsibilities of the Board of Directors (the **Board**) of Australian Clinical Neuropsychology Association (hereafter ACNpA), **a public company limited by guarantee**. It ensures the Board operates effectively, ethically, and in the best interests of the association.

The Charter is adopted by the Board as a by-law.

2. Role of the Board

The Directors jointly as the Board provide leadership, set strategic and policy direction; and oversee the business and affairs of ACNpA for the purpose for which ACNpA is established. The Board is accountable to:

- Members of ACNpA for the overall performance of ACNpA
- ASIC as for registration as a public company

As no staff are employed. Directors will take on portfolios to engage volunteers and ensure smooth operations.

3. Responsibilities and functions

The Board has a range of responsibilities, subject to the Constitution, that generally include:

3.1 Strategic Direction

- Set the association's strategic direction, ensuring alignment with its mission, vision, and values.
- Overseeing the development and approval of the Strategic Plan.
- Monitoring the association's performance in achieving its mission and against the Strategic Plan.
- Approving any financial and non-financial Key Performance Indicators (KPIs) in the Strategic Plan.

3.2 Policy setting

- Considering and approving broad organisation wide policies developed by management developed to a standard format.

3.3 Finance and Accounting

- Approving ACNpA's annual budget in line with the strategic plan.

- Approving annual accounts and reports.
- Monitoring the financial performance of the association.
- Ensuring appropriate financial policies and procedures are in place and monitoring the application of the financial control procedures to safeguard the cash and finances of the association.

3.4 Risk Management

- Ensuring appropriate risk assessment and management strategies are in place and reviewing risk management at least annually.
- Ensuring relevant insurance cover is in place and reviewing the adequacy of that cover annually.
- Considering the social, ethical and environmental impact of ACNpA's activities and modifying policies as appropriate.

3.5 Compliance

- The Board is responsible for meeting specific statutory obligations:
 - Oversee annual review of tax, regulatory, and reporting requirements
 - Meeting the reporting requirements of Corporations Act
 - In accordance with Clause 10 of the Constitution, and the requirements of the Corporations Act call and hold General meetings of members.
- Each Director is responsible for advising the Chair within 2 weeks of any changes occurring in their name, address or other details to permit changes to be made to registers if required.
- The Board is responsible for ensuring ACNpA meets the requirements of the Constitution, Corporations Act and all applicable laws.

3.6 Appointments

- Ensuring succession planning for the Board.
- Appoint or remove the Public Officer according to the relevant Act.

3.7 Accountability

- Developing and implementing a system of accountability to members according to the Constitution and relevant law.
- Reporting as required to other stakeholders including government, regulators and industry bodies.
- Approving and annually reviewing the Board's delegations of authority.

3.8 Decision making

- Directors essentially do 1 of 3 things with matters that come before the Board:
 - **Decide** where a matter is put for a decision, or a matter raises issues and requires action to clarify the matter.
 - **Ratify** decisions made by others – committees or delegated individuals

- **Note** matters the Board needs to be aware of
- No individual Director has decision-making power other than as may be delegated by the Board.
- Decisions are made by the Board collectively. In coming to a decision each Director must act in accordance with the Code of Conduct (See Appendix 5) and ensure their decisions are fully informed.
- Decisions by a majority of the Board are binding on all Directors.

4 Board composition

The Board is structured according to Clause 11 of the Constitution with a minimum of 5 and maximum of 12 directors.

Directors may not be appointed unless they have a director identification number (DIN). All persons nominating for election or being considered for appointment should be advised to obtain their DIN prior to any election process or offer of appointment.

5 Board selection and renewal

Directors are able to submit themselves for re-election at intervals in accordance with Clause 11.1 of the Constitution.

Board renewal is important to enhance the overall performance of the Board and the association. Re-election is not automatic. Staggered Director rotation is important to minimise the risk of losing too much corporate memory in any one year.

The Board at least every fourth year or in the case of a board member leaving shall undertake a skills gap analysis with particular reference to the Strategic Plan. The Board will then consider ways in which any identified shortages of skills and perspectives might be addressed including:

- How best to communicate the desired skills and perspectives to members when calling for nominations of candidates for Elected Directors; and/or
- Recruiting and appointing Directors for their particular skills and perspectives as permitted by the Constitution in Clause 11.1.

6 Roles of Key Positions

6.1 Chair

The Chair (subject to the Constitution) is elected to the position in accordance with clause 11.11 of the Constitution (see Election of Officer Bearers By-law at Appendix 1)

The Chair's responsibilities include:

- Providing leadership to the Board;
- Ensuring the efficient operation and conduct of the Board;
- Chairing Board meetings:

- o Addressing procedural matters (Quorum, Conflicts of interest, etc.)
- o Ensuring all matters on the agenda are dealt with
- o Ensuring agenda items are given the attention they warrant
- o Ensuring all directors are heard
- o Ensuring discussion remains focussed
- o Ensuring decisions are clearly enunciated
- o Ensuring minutes are reviewed, circulated and signed off promptly
- Promoting an environment of trust, respect and openness to ensure constructive relationships among the Directors;
- Ensuring Code of Conduct for Directors is adhered to;
- Dealing with disruptive or underperforming Directors

6.2 Individual Directors

Individual Directors are required to:

- Adhere to the Code of Conduct for Directors (Appendix 5 below) and this Board Charter
- Act in concert with other directors for the good of the organisation as a whole.
- Be aware of the environment in which ACNpA operates and be alert to possible impacts.
- Alert the Board to matters of concern in relation to ACNpA of which they become aware;
- Take on Committee responsibilities as required
- Complete a renewed Consent/Declaration/Interests form for the first Board meeting after each AGM;
- Inform the Chair of dates when they will be absent and unavailable for Board meetings as early as possible.

6.3 CEO (or equivalent)

ACNpA does not have a CEO at this point. As we grow in the future this may be a consideration.

6.4 Public Officer

The Company Secretary / Public Officer supports the effectiveness of the Board by:

- Monitoring Board actions to ensure that policy and procedures are followed and to draw the attention of the Chair for failures to follow requirements; and
- Monitoring legal obligations and to draw the attention of the Chair when legal responsibilities of ACNpA are at risk of not being met.
- The Company Secretary has regulatory obligations in accordance with [s188\(1\) of the Corporations Act](#) *(Delete if not required)*
- All Directors have direct and confidential access to the Company Secretary for advice or assistance on governance matters

7 Committees

The Board may from time to time establish committees to assist the Board to consider particular matters in detail.

Committees operate under terms of reference created and approved by the Board that detail their purpose, composition, meeting and reporting requirements, review date and whether or not they have delegated decision making power, and if so any limitations.

The terms of reference and continuation of each committee should be reviewed every three years.

Current committees can be found at Appendix 3.

8 Board processes

8.1 Board induction

Prior to their first Board meeting, new Directors will be provided with information and training to inform them about the role, culture and operations of the Board and an overview of ACNpA. See Appendix 4 for a full list of material to be provided.

The Board conducts a review of the Board induction process to ensure that it is relevant and effective at least every five years.

8.2 Ongoing training

Directors are expected to develop and maintain the skills required to discharge their obligations to ACNpA.

Group training will be arranged as a regular component of Board meetings or as separate events to support understanding of governance, financial oversight, risk management and other relevant subject matter.

If new board members do not have previous training, ACNpA will provide partial funding, if required, for Board members to complete appropriate governance training on joining the board.

8.3 Board records

Directors have rights of access to books and records of ACNpA to allow them to fulfil their statutory obligations as Directors.

Privacy, conflict of interest, commercial-in-confidence, contractual and service obligation issues all impinge on the rights of a Director to access to the books and records of ACNpA.

Directors do have some statutory rights under Corporations Act to support them in any legal action taken against them both during their tenure and for a set period after leaving the Board. Access to financial records is also permitted in some circumstances.

8.4 Access to ACNpA employees

Not currently applicable to ACNpA as it has no employees.

8.5 Access to independent advisers

If a Director considers it necessary to obtain independent professional advice to properly discharge the responsibility of their office as a Director then, provided the Director first obtains approval for incurring such expense from the Chair, the organisation will pay the reasonable expenses associated with obtaining such advice.

If the Chair has a conflict of interest, the matter should be referred to a committee of the Board for consideration.

9 Director duties and behaviour

Directors are expected abide by a Code of Conduct which addresses their duties, responsibilities and interactions with other directors, staff and relevant stakeholders. As part of the induction process Directors are expected to read, understand and return a signed copy of the Code (see Appendix 5).

10 ACNpA obligation to Directors

10.1 Protections

In support of their role as Directors ACNpA will:

- Indemnify Directors to the full extent permitted by law. The ACNpA cannot provide indemnity for a:
 - liability owed to ACNpA;
 - liability for a pecuniary penalty order;
 - liability arising out of conduct that is not in good faith
 - legal costs in defending criminal proceedings or actions if liability is established.
- Provide Directors' and Officers' Liability Insurance.
- Offer exit interviews.

10.2 Reimbursement and remuneration

- ACNpA will pay reasonable and agreed travel, accommodation and other expenses related to their duties. The procedure for claiming reimbursement is at Appendix 6.
- In accordance with Clause 11.3 of the Constitution, ACNpA is prohibited from remunerating Directors as Directors.

11 Board meetings

11.1 Annual Schedule

The Board will meet as often as required for the proper discharge of their directors' duties and in any event no less than 5 times per year.

Scheduled meetings will be bimonthly with additional ad hoc meetings as required.

11.2 Attendees

The Board may invite other persons to its meetings at it deems necessary or appropriate.

Attendees at Board meetings have a duty to keep all information presented to (whether written or oral) or discussed at Board meetings confidential, or as otherwise agreed by the Board.

11.3 Agenda

The Chair will develop the agenda, taking into account matters suggested by Directors, the annual schedule and issues that have arisen requiring Board attention.

11.4 Board papers

Board papers will be circulated by the Chair to Directors at least a week in advance of the Board meeting.

Directors can use AI to create summaries of board papers but must:

1. Ensure the AI they use maintains confidentiality and impact on any legally privileged information
2. Check all information the AI produces for accuracy
3. Maintain ultimate human judgement and decision making
4. Not be used as a substitute for directors' full and critical review of board papers

11.5 Minutes

Minutes will be taken by the Chair or Secretary who will provide a draft to the Chair within two weeks after the meeting. The Chair endorsed minutes will be forwarded to Directors within three weeks of the meeting and Directors are expected to provide feedback on required changes to the Secretary or Chair within 2 weeks thereafter.

AI can be used to create or summarise draft minutes with the following caveats:

1. Confidentiality must be maintained (use an appropriately confidential AI tool)
2. All summaries the AI tool produces must be checked for accuracy

If any changes of significance are suggested by one or more Directors, a teleconference of Directors may be convened to discuss the changes.

The revised minutes are circulated to all Directors subject to Chair approval of the suggested changes.

The minutes should be confirmed at the next Board meeting. If the minutes are amended at the next Board meeting, this should be reflected in the minutes of that meeting.

Only one copy of Board papers and minutes is kept (securely by the organisation).

12 Review of Board performance

The Board is to undertake a formal review of its performance at least triannually.

12.1 Requirement

The Board will conduct a formal performance evaluation at least every three years to assess its effectiveness, culture, and strategic alignment.

12.2 Methodology Options

The Chair will determine the most appropriate format for each review cycle from the following options:

- Self-Assessment Survey: A confidential questionnaire rating key governance areas (Strategy, Finance, Risk, Culture).
- Facilitated Workshop: A dedicated "Stop/Start/Continue" session to discuss Board processes.
- Chair's 1:1 Reviews: Structured individual discussions between the Chair and each Director.
- External Review: Engagement of an independent consultant (recommended every 5-10 years).

12.3 Outcomes

Results must be discussed at the next Board meeting. The Board must agree on a Governance Action Plan (e.g., training, process changes, or recruitment targets) to address identified gaps. Progress against this plan will be reviewed annually.

13 Review of Charter

This Charter and any appendices will be reviewed as required and at least once every three years.

14 Charter Last Updated

Approval and Review

Date adopted	13/12/25
Date reviewed	13/12/2028
Timeframe for next review	triannually

Appendix 1 Election of office bearers by the board

1. In accordance with clause 11.11 of the Constitution, the Board will elect the Office Bearers from amongst the Directors.
2. The election of Office Bearers will normally take place at the first Board meeting following the AGM.
3. The Director presiding as chair for the part of the Board meeting to elect the Office Bearers must not be a candidate.
4. Office Bearer positions will be elected in the following order:
 - a. Chair
 - b. Deputy Chair
 - c. Others
5. A candidate who fails to be elected for a position may be nominated for a subsequent position.
6. The chair of the Board meeting will call for nominations from Directors for the vacant Office Bearer positions. Directors may self-nominate.
7. A candidate may make a statement (no longer than 3 minutes) to the Board.
8. Where only one nomination is received for a vacant Office Bearer position, that candidate is elected.
9. Where more than one nomination is received for a vacant Office Bearer position, a secret ballot will be conducted as follows:
 - a. where a candidate obtains more than 50% of all votes cast, that candidate is elected;
 - b. where no candidate obtains more than 50% of all votes cast, the candidate who obtained the lowest number of votes is excluded from the ballot and another vote is conducted;
 - c. the process shall continue until a candidate obtains more than 50% of the votes cast, unless there is a tied vote;
 - d. in the case of a tied vote, the names of the non-excluded candidates will be placed in a hat and one name drawn out with that name being the person who is elected.
10. The Board will pass separate resolutions to appoint each of the elected persons to their respective Office Bearer positions. Each resolution will specify the term of the appointment which would normally be until the first Board meeting after the next AGM (i.e. approximately one year later).
11. Immediately following the election of all Office Bearers, the elected Chair shall assume office and preside over the remainder of the Board meeting.
12. If an Office Bearer position is vacated, the position may be filled during a regular Board using these election procedures.

Appendix 2 Delegations of Non-Financial Authority Schedule

Subject	Instruction	Officer	Comment
Appointment and retention of staff	Creation of a new permanent position.	Board	Within the context of the strategic plan and the budget
	With respect to an approved permanent position, approve the appointment terms and conditions of employment, discharge and remuneration of staff.	Board	Negotiation of salary for new appointments, resulting from performance reviews and for actions positions must be in accordance with relevant policies. Board to be advised.
	Approval of temporary employment.	Board	Provided expenditure is contained with salary estimates or an approved project.
Operational policy approval	Approve policies and administrative orders that affect the overall management of ACNpA.	Board	Policies must be consistent with Board decisions and relevant statutes.
Public Relations	Respond publicly to significant issues on behalf of ACNpA.	Board	According to Media Communications policy

Appendix 3 Current Committees

Committee	Purpose	Director responsible
Advocacy Terms of Ref...	- Identifying issues relevant to ACNpA members - Representing and advocating for neuropsychology to the public, referrers, other related organisations, PsyBA - Communicating with relevant organisations - Maintaining a list of member experts - Test security group	Leonie Simpson & Jamie Berry
Clinical Standards	- establishing and maintaining high quality, evidence based clinical standards for membership - Creating (incl commissioning) position papers relating to clinical standards	Stephen Bowden
Member Liaison and Event Management	- Keeping membership list - Managing membership renewal - Setting membership fees - Checking member bona fides - Communicating to members, including on actions of ACNpA, their needs and preferences, increasing membership, PD and membership renewal - Newsletter - Website - Npinoz - On the ground organising of the annual conference - Student and early career liaison including national student rep and early career rep subcommittees	Debbie Anderson
PD and Conference Committee ACNpA Prof...	- Organising ongoing PD events - Conference program organisation - Creating and nurturing 1) local arrangements (venue &c) and 2) scientific program subcommittees.	Amie Foran

Appendix 4 Board Induction Pack

New Directors will be provided with:

- A letter or written confirmation of appointment
- History of organisation
- Constitution and By-laws
- Board Charter
- Last annual report and the last 3 to 4 years' financial statements (audited or reviewed as required by law)
- Minutes of most recent AGM and last Board meeting (confidential information redacted as necessary)
- The current year governance cycle / schedule of Board and committee meetings
- List of Board members, their contact details with any position descriptions and bios
- List of committees with terms of reference and names of members
- Organisational chart with names and titles
- Strategic and business plan
- Current year approved budget
- A copy of Directors' and Officers' liability insurance policy & certificate of currency.
- Names of key Acts that impact on the association
- Relevant policies and procedures.
- Meeting times to speak with the current Chair of the Board and Company Secretary if appointed

Material to be reviewed and returned:

- Director Code of conduct
- Consent to act as a director
- Director declaration of interest form
- Director Identification Number

Appendix 5 Director Code of Conduct

To effectively perform my role as Director of ACNpA I agree to abide by the following and understand that failure to do so may be addressed as part of managing board and individual director behaviour and performance.

Directors must understand their role and duties

- I will ensure I understand the role and purpose of the Board.
- I will ensure I understand the environment in which the Board operates.
- I will stay informed about all relevant matters affecting the Board.
- I will act in accordance with statutory and common law duties.
- I will act in the best interests of the organisation as a whole.
- I will act in good faith.
- I will act with care and diligence.
- I will act for a proper purpose as determined by the Objects of the Constitution.
- I will maintain confidentiality of all Board decisions, materials and discussion unless compelled by legal process to disclose such information, or as otherwise agreed by the Board.
- I will not make or appear to make statements, public comments or engage with the media on behalf of ACNpA, without consultation with the Chair and unless authorised to do so.
- I will publicly act in solidarity with decisions made by the Board.
- I will be independent in judgement and action.
- I will disclose and appropriately manage conflicts of interest as set out in the Conflicts of Interest Policy [w DRAFT ACNpA Conflict of interest policy.docx](#) .
- I will be accountable and commit to delivering results and meeting deadlines.
- I will undertake training relevant to my role as a director.
- I will provide support to staff in areas of expertise if requested and where available.
- I will not interfere with the management of staff or operations by the CEO or their equivalent.
- I will act as an ambassador for the organisation.
- I will disclose any matters that may impact on insurance policies, rights to hold directorships or other undertakings of the organisation in relation to Directors, including change of personal details.

Directors must uphold fiduciary duties

- I will not make improper use of information acquired as a Director.
- I will not engage in conduct likely to bring discredit upon the Organisation.
- I will not personally benefit at the expense of the Organisation or give the appearance of same.
- I will not take inappropriate advantage of my role as a director.
- I will not attempt to exercise powers of the Board individually without the approval of (delegation by) the Board.

Directors need to be active in undertaking responsibilities

- I will attend all Board meetings unless I have a compelling reason for absence.
- I will formally seek leave of absence if unable to attend a meeting.
- I will make available adequate time to fulfil my duties.
- I will thoroughly prepare for Board meetings by reading all materials and seeking clarity where necessary whether I attend or not.
- I will not solely rely on AI tools to analyse or summarise any papers or documents provided to me in my role as a director. I will maintain oversight and evaluative judgment to safeguard the integrity and quality of my input to the board. I will ensure the accuracy of any AI summaries. Any AI I use will ensure the confidentiality and privacy of all involved.
- I will respond promptly to requests for out of session Board decisions and reviews of meeting minutes.
- I will give my complete attention to the proceedings of the Board meeting, participating fully in the discussions and the deliberations.
- I will ask questions and make informed decisions.
- I will maintain focus and not engage in tangential discussions.
- I will not show favouritism to any group or faction of the membership.
- I will bring to the Board table my individual skills, experience, competencies and knowledge relevant to the matters at hand.
- I will participate fully in any Board and Director evaluation processes.
- I will attend all General Meetings of the organisation.

Directors must show respect

- I will treat other directors with respect, courtesy and professionalism.
- I will listen to and give due consideration to the opinions of other directors.
- I will foster a positive working relationship with other Board members and staff.
- I will not improperly influence other Directors.
- I will respect the authority of the Chair to manage the conduct of meetings and the behaviour of Directors.

Directors should consult with others

- I will consult with stakeholders and associated parties with issues under consideration as permitted by the Board and confidentiality requirements.

Directors should raise concerns

- I will express concerns before or during meetings about agenda items, discussions or decisions that run contrary to the Board's or the Directors' duties.
- I understand I can demand to have my concerns expressly recorded in the minutes.

- I acknowledge my right to resign if I feel the Board is refusing to deal with an important matter in an appropriate way or I cannot, in good conscience, support a decision of the Board.

Full Name *(Please print)*

Signature:

Date:

(NB: Please sign both copies and return one to Chair and retain the other for your reference)

Appendix 6: Financial Management Policy

1. Purpose

This policy ensures the financial sustainability, integrity, and accountability of Australian Clinical Neuropsychology Association Limited (ACNpA Ltd). It provides clear guidelines for handling funds, approving expenses, and reporting financial performance, ensuring compliance with the *Corporations Act 2001* and the Association's Constitution.

2. Roles and Responsibilities

- **The Board:** Ultimately responsible for financial oversight, solvency, and approving the annual budget.
- **The Treasurer (or Public Officer):** Responsible for day-to-day financial management, including banking, book-keeping, ATO compliance (BAS/GST), and preparing financial reports.
- **Public Officer:** Legally responsible for lodgement of tax returns and liaison with the ATO.

3. Bank Accounts & Security

- **Bank Accounts:** All funds must be kept in bank accounts in the name of "Australian Clinical Neuropsychology Association Limited".
- **Signatories:** The Board shall appoint at least two (2) signatories to the bank accounts (typically the Treasurer and one other Director).
- **Dual Authorisation:** All online payments or cheques must be authorised by two separate individuals for amounts over \$1,000 (or as determined by the Board).
- **Access:** Banking passwords must not be shared. Each authorised user should have their own login.

4. Income Management

- **Cashless Policy:** ACNpA Ltd operates as a cashless organisation. We do not accept cash or cheques for membership fees, event registrations, or any other payments.
- **Payment Methods:** All income must be received via electronic means, such as:
 - Direct Bank Transfer (EFT).
 - Credit/Debit Card (via secure payment gateway e.g., Stripe).
- **Receipting:** Automated receipts should be issued for all electronic transactions.

5. Expenditure & Purchasing

5.1 Budgeted Expenditure

- **Authority:** Expenses that are clearly identified within the Board-approved Annual Budget do not require further Board approval. The Treasurer is authorised to pay these invoices provided there is sufficient cash flow.
- **Variable Costs (Rates-Based):** Where the Board has approved a project with variable costs (e.g., speaker fees based on duration, venue hire by the hour), the Treasurer may pay the final invoices provided:
 - The hourly/unit rate aligns with the agreed schedule; and
 - The total cost does not exceed the allocated budget cap for that project.
- **Budget Variance:**
 - If a budgeted item exceeds the approved amount by less than 10% (or \$500, whichever is lower), the Treasurer may approve the payment.
 - If a budgeted item exceeds the approved amount by more than 10% (or \$500), the variance must be referred to the Board (or Executive Committee) for approval *before* payment is made.

5.2 Unbudgeted Expenditure

For expenses *not* included in the Annual Budget or previously approved project scopes, the following limits apply:

- **Up to \$500:** Can be approved by the Treasurer.
- **\$501 - \$2,000:** Requires approval from the Treasurer plus one other Director (e.g., Chair).
- **Over \$2,000:** Requires full Board approval (recorded in minutes).

5.3 Documentation & Process

- **Evidence:** A valid tax invoice or receipt must be obtained and retained for every transaction.
- **Payment:** Payments should generally be made via Electronic Funds Transfer (EFT).
- **Timing:** Invoices must be paid within their due date.

5.4 Gifts & Tokens of Appreciation

- **Principle:** Small gifts (e.g., flowers, chocolates, book vouchers) may be purchased as a token of thanks for unpaid speakers or significant volunteer contributors.
- **Limit:** The value of such gifts must be reasonable, generally under \$150 per person.
- **Exclusions:** Cash gifts are never permitted. Gift cards are permitted but must be tracked carefully as they are "cash equivalents."
- **Consumables:** Reasonable catering costs (coffee/tea/light lunch) for volunteer working groups or meetings are permitted expenses.

6. Reimbursement & Travel Expenses

6.1 Principle

Directors, Committee Chairs, and authorised volunteers should not be out-of-pocket for conducting agreed Association business. However, ACNpA Ltd relies on member funds and ensures all expenses are reasonable, necessary, and strictly for Association purposes. No allowance or profit is paid; reimbursement is for exact cost recovery only.

6.2 Eligibility

Reimbursement is available only to:

- Directors of the Board.
- Scientific Chair and formal Sub-Committee Members.
- Invited Speakers or Volunteers. All travel/expenses for invited speakers or volunteers must agreed in writing *before* the event.

6.3 Pre-Approval & Authority

- Under \$100: Incidental expenses (e.g., parking, stationery) incurred by eligible persons during their duties do not require prior written approval.
- Over \$100: The purchase must be approved in writing (email is acceptable) by the Treasurer or Chair before it is made.
- Travel: All interstate or overnight travel must be approved by the Board (or Chair/Treasurer as delegated) *before* booking.

6.4 Travel Standards

- Please refer to **TD2025/4** for guidelines regarding travel and meal allowances (<https://www.ato.gov.au/law/view/document?docid=TXD/TD20254/NAT/ATO/0001>)
- **Air Travel:** Flights must be booked at the lowest logical Economy Class fare. Flexible, Premium Economy, or Business Class fares are not reimbursed unless approved by the Board for exceptional health/scheduling reasons.
- **Annual Directors' Meeting / Strategic Planning:**
 - For the designated Annual Board Meeting or Strategic Planning Day, the Board may approve a specific event budget in advance that supersedes the standard individual meal limits, such as group catering or a team meeting.
- **Transport:** Taxis, rideshare, or public transport between home/airport/venue are reimbursable.

6.5 Claim Process

1. **Submission:** The claimant must submit an expense claim (via form or email) to the Treasurer within 60 days of the expense.

2. **Evidence:** Original tax invoices/receipts must be provided. Credit card transaction slips or bank statements alone are not sufficient.
3. **Payment:** Approved reimbursements will be paid via EFT to the individual's nominated bank account. Cash reimbursements are not permitted. All payments will be made subject to the availability of sufficient association funds and provided they do not materially adversely impact ACNpA's financial position.

7. Financial Reporting

- **Quarterly:** The Treasurer to present a financial report to the Board quarterly. This report shall include:
 - **Performance:** Income and Expenses vs Budget.
 - **Position:** Bank balances and Solvency check.
 - **Summary:** Significant variations from the approved budget.
- **Annual Reporting:** The Board to present annual financial statements to members at the AGM in accordance with the *Corporations Act 2001*.
 - **Audit/Review Status:** As a "Small Company Limited by Guarantee" (annual revenue under statutory thresholds), these financial statements will not be externally audited or reviewed unless:
 - Requested by at least 5% of the members;
 - Directed by ASIC; or
 - Resolved by the Board.

8. Compliance & Taxation

- **BAS/GST:** The Public Officer (or Treasurer) is responsible for ensuring Business Activity Statements (BAS) are lodged and paid on time.
- **Records:** All financial records (invoices, receipts, bank statements) must be kept for a minimum of 7 years.

9. Conflict of Interest

- Any financial transaction involving a Director or their close associates (e.g., hiring a Director's company for services) must be disclosed and managed in accordance with the Conflict of Interest Policy.
- The conflicted Director must not vote on the approval of that transaction.

10. Write-offs & Losses

- **Scope:** This covers unrecoverable debts (e.g., chargebacks), forfeited deposits, or payments made where goods/services were not received.
- **Authority:** Writing off such losses requires formal approval to ensure transparency:
 - **Under \$500:** The Treasurer may authorise the write-off.
 - **Over \$500:** Requires full Board approval.

- **Reporting:** Any such write-off must be listed in the monthly financial report to the Board with a brief explanation (e.g., *"Vendor ceased trading, deposit lost"*).

Adoption:

This policy was adopted by the Board on: 9/4/26

Review Date: 11/26 Governance Meeting

Financial Delegations of Authority – Summary Table

Area / Decision	Up to / Within Limit	Approval Required
Bank account operation	Add/remove bank signatories	Board resolution
	Pay budgeted invoices within approved budget	Treasurer
	Online payment > \$1,000	Any two authorised signatories
Budgeted expenditure	Within budget line and within 10% / \$500 (lower)	Treasurer
	>10% variance or >\$500 variance	Board (or Executive)
Unbudgeted expenditure	Up to \$500	Treasurer

	\$501 – \$2,000	Treasurer + 1 Director (e.g. Chair)
	Over \$2,000	Board (minuted approval)
Travel (domestic)	All interstate or overnight travel (any value)	Board, or Chair/Treasurer if delegated
Reimbursements	All claims within policy limits and under 60 days	Treasurer (can request clarification from President)
Gifts & tokens of appreciation	Up to \$150 per person	Treasurer (if within policy)
	Above \$150 per person	Board approval
Write-offs & losses	Single item under \$500	Treasurer (reported quarterly)
	Single item \$500 or more	Board approval
Engaging suppliers / contractors	Within budget and within unbudgeted limits above	As per the expenditure limit