

OAK FLATS PUBLIC SCHOOL P&C ASSOCIATION

CANTEEN FINANCIAL MANAGEMENT POLICY

Scope:

The Oak Flats Public School P&C Association Canteen Financial Management Policy provides the procedure for finance transactions within the association which must be followed by all staff and executive members responsible for the management of the association's canteen account. It also provides guidelines Oak Flats Public School P&C Association will use to administer the remuneration of wages and reimbursement of any approved costs incurred by employees or volunteers in carrying out duties or activities on behalf of the association.

Oak Flats Public School P&C Association will keep all financial policies current and relevant. From time to time it will be necessary to modify and amend some sections of the policies and procedure, or to add new procedures.

Any suggestions, recommendations or feedback on the policy and procedure are welcome.

This policy and procedure will apply to all employees and members of the Oak Flats Public School P&C Association Inc. involved in the operation of the Canteen.

1. Remuneration of Wages

Wages are to be paid by electronic funds transfer (i.e. EFT or Bank Transfer).

Wages will be processed and approved for payment on Wednesday night of every week during each school term where an employee has undertaken approved work on behalf of the Oak Flats Public School P&C Association Canteen.

Wages will appear in the employee's nominated account by no later than close of business Friday of the same week.

An electronic payslip will be provided to the employee within 1 working day of payday.

The payslip will provide a list of:

- employer's and employee's name
- employer's Australian Business Number (if applicable)
- pay period
- date of payment
- gross and net pay
- if the employee is paid an hourly rate:
 - the ordinary hourly rate and any applicable loading
 - the number of hours worked at that rate
 - the total dollar amount of pay at that rate
- any superannuation contributions paid for the employee's benefit, including:
 - the amount of contributions made during the pay period (or the amount of contributions that need to be made)
 - the name and / or number of the superannuation fund the contributions were made to.

Note: In order for timely payment of wages, canteen employees need to confirm their hours worked with the Treasurer by no later than 5:00pm each Wednesday.

The Treasurer of the Oak Flats Public School P&C Association is responsible for processing the payment of wages and issuing of payslips.

The President or Vice President of the Oak Flats Public School P&C Association is responsible for approving the payment of wages.

2. Bill Invoice Payments

All payments of Invoices associated with the operation of the Oak Flats Public School P&C Association Canteen will be transacted on each Wednesday during each school term of the year.

Where possible, payment will be transacted via electronic funds transfer (i.e. BPAY, EFT or Bank Transfer).

The Treasurer is responsible for processing the payment of invoices online.

The President or Vice President of the Oak Flats Public School P&C Association is responsible for approving the payment of invoices transacted online.

Under no circumstances should any invoice be paid by cash.

For monies withdrawn from any bank account, whether by cheque, EFT or other online payment method, there must be two persons authorising for each payment.

The authorised persons for bank account payments are:

- President
- Vice President
- Treasurer

3. Reimbursement of Costs

The reimbursement of any costs incurred by employees or volunteers in carrying out duties or activities on behalf of the association's canteen operations will be actioned provided that the following applies:

- a) The cost has been approved by the Executive of the Oak Flats Public School P&C Association.
- b) An itemised receipt is provided clearly articulating the total cost incurred.

4. Canteen Employee Accountabilities

Canteen Employees are accountable for the following:

- a) Carry out all duties in accordance with the relevant and most recent Letter of Engagement.
- b) Immediately Notify the Treasurer of the Oak Flats Public School P&C Association of their absence or pending absence from work. If the Treasurer is uncontactable, the President should be contacted. The Canteen Supervisor is responsible for organising coverage for any absence that may arise involving paid employees and must notify the Treasurer as to whom is covering the absence and the hours worked. In the event that the Canteen Supervisor is absent, the Canteen Assistant will assume the responsibility.
- c) Notify the Treasurer of the Oak Flats Public School P&C Association of the total hours worked for each week. Notification is usually provided at the end of each weekly period of work being a Wednesday and by no later than 5:00pm.

5. Canteen Debit Card

Please refer to the Oak Flats Public School P&C Association Financial Transaction Debit Card Policy.