



FINANCIAL DELEGATION POLICY

OF

THE QUEER SOCIETY

Adopted by the Committee on 18/01/2026

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Chapter 1. About This Policy

Purpose

- (a) This Financial Delegations of Authority Policy establishes clear authority, responsibility and accountability for financial decisions made within The Queer Society Inc. The policy ensures that:
 - (i) Financial responsibilities are exercised by the appropriate people;
 - (ii) Authority levels are clearly defined and understood;
 - (iii) Decisions are made lawfully, transparently, and in the best interests of the organisation;
 - (iv) Adequate records are maintained to support audit, acquittal and other legal responsibilities and reporting requirements;
 - (v) ASES Standards are adhered to as much as is possible;

Legislative Framework and Source of Authority

- (a) Delegations under this policy derive their authority from:
 - (i) The *Associations Incorporations Act* 1985 (SA);
 - (ii) The Queer Society Inc Constitution;
 - (iii) Applicable regulations, funding agreements and grant guidelines

Scope and Persons Affected

- (a) This is a binding policy document that applies to all Committee Members, employees, volunteers, and members of The Queer Society.
- (b) The Committee may grant an exemption to any part of this policy by resolution.

Financial Management Policy Principles

- (a) Accountability: The Queer Society is committed to transparent and accountable management of all financial resources, ensuring that funds are used in a responsible and ethical manner in line with its mission.
- (b) Integrity: All financial transactions and reporting will be conducted with honesty and accuracy. The organisation will maintain complete and up-to-date records of financial activities.

- (c) Compliance: The Queer Society will comply with all relevant Australian laws, regulations, and guidelines, including those from the Australian Charities and Not-for-profits Commission (ACNC), and ensure adherence to its own internal policies.
- (d) Sustainability: The Queer Society is committed to long-term financial sustainability, ensuring that the organisation can continue to fulfil its mission through prudent financial management and strategic investment in its operations.

Definitions

General Funds

Funds not subject to external restrictions, including but not limited to membership fees, donations and fundraising income.

Grant Funds

Funds provided subject to specific terms, purposes, reporting and acquittal requirements. Grant funds must only be used in accordance with the relevant funding agreement.

Capital (or Capital Asset)

An item purchased by motion or a delegated authority that has an expected useful life of more than 12 months, and a value of \$500AUD or more (GST inclusive).

Board Responsibility and Retained Authority

- (a) Where financial delegation has been granted, the Board of the Queer Society Inc. continues to retain ultimate authority and responsibility of all financial matters, including but not limited to:
 - (i) Financial management and oversight;
 - (ii) Approval of budgets;
 - (iii) Capital spending, asset acquisition or disposal;
 - (iv) Revenue-generating activities;
 - (v) Ensuring compliance with legislation and funding conditions.
- (b) Unless expressly delegated under their policy or by Board resolution, all financial transactions require Board approval.

Chapter 2. Delegation to Board Members

Section 1. Scope of Delegation

- (a) In limited circumstances, individual Board members may exercise delegated financial authority to approve expenditure without prior Board approval

Section 2. Spending Limits

- (a) This authority is limited to:
 - (i) Up to \$20 per instance from general funds;
 - (ii) Up to \$200 per instance from grant funds, where such expenditure is allowable under the relevant grant or funding agreement.

Section 3. Conditions of Use

- (a) This delegation may only be exercised where:
 - (i) The expenditure is urgent and delay would negatively affect service delivery, compliance, or organisational functioning; or
 - (ii) A motion seeking Board approval has been circulated but has not achieved quorum within 24 hours of notification.

Section 4. Transparency, Accountability and Notification

- (a) The Board must be notified as soon as practicable of:
 - (i) The decision;
 - (ii) The reason for the expenditure;
 - (iii) The amount;
 - (iv) The type of funds used.

Chapter 3. Delegation to Staff and Contractors

Section 1. Scope of Delegation

- (a) Where staff or contractors have been formally delegated responsibility for managing Board-approved budgets, they may exercise financial authority subject to the following limitations:
 - (i) Expenditure must be drawn from grant funds only;
 - (ii) Purchases up to \$100 per instance may be approved without further authority;
 - (iii) Expenditure above \$100 requires prior approval from at least two Board Members;
 - (iv) Expenditure must remain within the approved budget and permitted grant purposes.

Section 2. Accountability

- (a) Staff and contractors exercising delegated authority must:
 - (i) Understand the legal and administrative basis of their decision,
 - (ii) Act only within the limits of that delegation;
 - (iii) Be accountable for decisions made under the delegation;
- (b) Payment form submissions must include:
 - (i) A description of the purchase;
 - (ii) Proof of purchase for all approved expenses incurred, or a tax invoice for payment requests;
 - (iii) The relevant budget and line item for the expenditure;
 - (iv) Any other additional information as requested.

Chapter 4. General Principles

Section 1. Accountability

- (a) All individuals exercising delegated authority must:
 - (i) Understand the legal and administrative basis of their decision,
 - (ii) Act only within the limits of that delegation;
 - (iii) Be accountable for decisions made under the delegation;.

Section 2. Record-Keeping

- (a) Receipts, invoices, or equivalent documentation must be obtained and retained.
- (b) For Grant or budget related expenditure, a record must be made within the appropriate budget documents.
- (c) Records must identify the purpose, amount, date, approver and funding source.
- (d) Documentations must be stored securely and be accessible for audit, acquittal and review.
- (e) Failure to maintain adequate records may result in the expenditure being deemed unauthorised.

Section 3. Capital Acquisition and Disposal

- (a) Capital acquisition and disposal remains under the exclusive authority of the Board.

Section 4. Override or Amendment

- (a) The Board may override, vary, suspend, or amend this policy or any delegations made under it by specific Board motion.

Chapter 5. Appendix

Section 1. Delegated Authorities

[Financial Delegation Table](#)