

MANAGEMENT

PROCEDURES

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MANAGEMENT PROCEDURES

1. Banking Procedure

- (a) Bankings must occur on a regular basis to prevent accumulation of large sums of money and to ensure that income is recorded in the correct accounting period. It is recommended that bankings are undertaken:
 - (i) when receipts of \$50.00 or more are held; or
 - (ii) at no more than three monthly intervals to prevent cheques going stale.

Regardless of the above, a final banking of all receipts in hand must be made on or before 30 June each year as this is the last day of the Council's financial year.

- (b) Banking must be done with the deposit books (pre-printed with the hall's name on), or with deposit cards (where being used) to ensure correct allocation to the hall's account.
- (c) Deposit books can be ordered from any branch of the Bank of New Zealand.

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3. Petty Cash Management

It may be appropriate for Hall Committees to carry a petty cash float for day to day expenses. This must be approved by the Council in advance and will only be considered where a clear justification exists.

Halls with an approved petty cash allowance are required to follow the petty cash procedure:

- (a) Purchase a petty cash voucher booklet and a notebook.
- (b) Write out a petty cash voucher for money spent eg stamps, rubbish bag stickers etc and attach the purchase receipts to the petty cash voucher.
- (c) Cross-reference the voucher to the notebook, keeping a running total of the petty cash balance after each purchase.
- (d) When a reimbursement is required to top up the petty cash to the approved balance, send the receipts to Council's Property Officer together with a summary of the purchases made and the amount to be reimbursed. A copy of the relevant section of the notebook would suffice for this purpose. This should be done periodically when the float is getting low eg \$10.00. Reimbursement should not be sought for each individual purchase. Reimbursement will be by way of a cash cheque, which can be cashed at one of the Council Service Centres, or in specific circumstances made out to the Secretary, Treasurer or Chairperson.
- (e) The petty cash must be kept in a locked and secure place.

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4. Long Term Council Community Plan (LTCCP) (now known as the LTP)

Each year the Committee has an opportunity to submit to the Council its preferred budget for the ensuing financial year for the revenue and discretionary expenditure for which it is responsible, as well as any capital works desired. This opportunity arises firstly when the Community Facilities Strategy is released for public submissions and secondly at the time of the Annual Plan in conjunction with the LTP preparation in December/January each year.

If the Committee requires any changes to the usual budget for the Hall/Reserve (eg an increased maintenance budget) then it must advise the Council promptly, together with the reasons why the change is necessary.

If a Committee does not submit a proposal, the operating and capital budgets will be prepared on the basis of the actual operating performance in previous years and the known maintenance/upgrading requirements.

Committees need to give careful thought to the future requirements at budget time as funds for substantial maintenance/upgrading works that have not been budgeted for cannot simply be "found" during a financial year.

All proposals received from the various Committees will be assessed by the Council and prioritised compared to the requirements of other Halls and indeed other Recreational Civic Functions.

As Council funds are limited, not all budget requests will necessarily be included in the LTP. For this reason any budget request should be accompanied by supporting analysis/comment.

Once the Council has approved the LTP it is released for public submissions and the final plan is then prepared and adopted. Projects can be added and/or deleted as a result of the public submission process.

Once adopted by the Council it is the Committee's responsibility to see that the budget is strictly adhered to in terms of achieving the projected income stream and keeping discretionary expenditure within the budget set.

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5. Conditions of Occupancy for Hall

The Committee must ensure that "Conditions of Hall Hire" are approved by the Council from time to time and adhered to by the users of the hall.

Attached (as Appendix 'B') is a generic set of conditions that is considered appropriate and the Council strongly recommends that it be adopted for all halls. Specific halls may require additional provisions to cater for particular circumstances and the Property Officer can assist with drafting suitable clauses.

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6. Scale of fees

The Committee must prepare for the Council's approval a scale of hire charges to which it must adhere. The Committee may, however, at any properly called meeting, by unanimous resolution, give dispensation in any particular cases to the normal charges