



RESOURCE MANAGEMENT POLICY

Purpose

The purpose of this policy is set out the values for the finance committee's management of the Community's resources and resource capacity.

Value — Coherence of function, method and community direction

Our accounting and our budgeting frameworks need to be based on a strategic framework that reflects the main activities and objectives of the Community.

Approach: Chart of accounts and the budget are structured around our priority activities.

Value — Universality

Definition: We cover everything. Our accounts and reporting are comprehensive and include all financial transactions, assets and liabilities whether they are included in the budget or are off-budget such as the Torah fund, bequests etc. Where decisions have been formalised to incur obligations, but cash has not yet been paid or received, the amounts should go in the accounts (part of accrual accounting).

Reporting practice

Financial commitments register – List and track the financial commitments based on decisions made by the Board to allocate funds. These are a call on the budget, even if the commitment has not yet been put into effect. They need to be tracked and brought into the budget plan and budget reporting.

Accrual accounts - Our accounts should to the greatest reasonable extent be in accrual terms. Not only cash transactions, but also committed future payments and future revenues are included in the accounts. All assets and liabilities are also recorded and reported. Decisions of the Board that involve future expenditures that have not been committed must be included in the reporting.

Management of assets – assets held and acquired must be recorded in an asset register. The register forms the basis for periodic revaluations, stock-takes and compiling depreciation tables.



The ACT Jewish Community is a member of the JCA family of organisations

Value — Transparency

Definition: Financial information is made available in its universality in a clearly understandable way. The Treasurer is to report showing exceptions.

Reporting practice at each board meeting

- Reports of flows – money in and out
- Significant commitments
- Exceptions report (risks and opportunities and circumstances where things are moving contrary to the budget and to expectations)
- Changes in assets and liabilities (e.g. new asset acquired, new loan entered into)
- Trends against budget expectations

Reporting practice annual for the board

- End of year position – first approximation, estimate of final accounts as early as possible after the end of the financial year
- Draft budget
- Final audited accounts

Value — Purposeful application of resources

Definition: We provide financial information to the board in a form that permits analysis of trends and predictions aligned with the strategic direction of the Community.

Analysis method: Generate a draft budget including projections and implications for future years, write down the accompanying assumptions (set by the broader financial environment) and variations (what if's). Identify opportunities to create capacity to reallocate resources in the budget - where revenue can be increased and expenditures decreased or deferred.

Value — Support strategic decision-making

Definition: Structured options for resource decision making based on analysis of scenarios (e.g. assess what strain we can tolerate towards future debt; balance between recurrent and capital expenditure). How we make decisions about how to use our resources.

Approach: Model simple scenarios showing budgetary implications into future years. Provide approximate costing of major proposals, options for financing and budgetary implications.

Authorisation

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Secretary
ACT Jewish Community Inc
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