



Returned & Services Leagues of Australia
(Queensland Branch)

BOARD RESOURCES AND EXPENDITURE POLICY

Title	Board Resources and Expenditure Policy
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Policy Owner	Board
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Related Documents	Board Code of Conduct Conflict of Interest Policy Fraud, Bribery and Corruption Policy Whistleblower Policy Credit Card Policy Motor Vehicle Policy

INTRODUCTION

The Directors of the Returned & Services League of Australia (Queensland Branch) (RSL (Qld)) bear ultimate responsibility for the sound governance of the charity. As a result, they are provided with the resources necessary to carry out their duties as Board members by the charity. They may also incur expenditure for approved travel and other expenses in the performance of their duties.

The Directors must act honestly, in good faith and in the best interests of RSL (Qld) in the use of the charity's resources and incurring expenditure. In particular, they must not take improper advantage of their position as a Director or obtain personal gain or profit from their position as a Director.

PURPOSE

This Policy provides direction to the Directors of RSL (Qld) on the resources that will be provided by charity and the types of expenditure that will be reimbursed to enable them to perform their Board duties.

APPLICATION

This Policy applies to all Directors of RSL (Qld).

The Executive Officers are also Directors and they have additional responsibilities to the other Board members.

This Policy does not apply to District Presidents, Committee members who are not Directors, volunteers of subsidiary companies, RSL Tribunal, Trusts, Districts or Sub-Branches League Members, or staff. However, it may be used as guidance in the development of policies for those individuals and organisations.

POLICY STATEMENT

The Board of RSL (Qld) bears ultimate responsibility for protecting the charity's finances and assets.

The Board discharges this responsibility as follows:

- The Directors, including the Executive Officers, are committed to promoting and achieving sound governance practices including a strong culture of compliance, accountability and transparency regarding the appropriate use of the charity's resources.
- Directors act in a voluntary capacity and are not paid fees for acting as a Board member.
- The resources provided to Directors are those necessary for them to carry out their duties and will be approved by the members at each Annual General Meeting (AGM) of the members.
- Directors will also be reimbursed for reasonable expenses they properly incur in the performance of their duties.
- All expenses incurred by Directors are to be substantiated meaning that all expenditure is to be supported with tax receipts.
- All payments to Directors will be in accordance with the guidelines at Appendix A.

IMPLEMENTATION

All expenditure must be in accordance with extant RSL (Qld) policies.

PAYMENTS AND AQUITTALS

Methods of payment

Resources provided to Directors and allowable expenses are paid for in one of the following ways:

- RSL Qld purchases the item or service on behalf of the Director where it is more cost effective to do so. For example, items such as mobile phones and lap tops are purchased by RSL Qld as are services such as membership of the AICD.
- The Director makes the purchase using their own money and later seeks reimbursement from RSL Qld. The transaction will be acquitted using the three-stage approval and acquittal process referred to above.
- The Director makes the purchase using their RSL Qld credit card. This transaction will also be acquitted using the three-stage approval and acquittal process.

The use of credit cards improves the efficiency of purchasing transactions. In the case of RSL Qld, purchases by Directors are usually paid for with their RSL Qld credit card. RSL Qld credit cards have a maximum limit of \$2,000 for Directors and \$5,000 for Executive Officers. They may only be used for:

- the provision of emergency welfare or relief of necessitous circumstances for veterans; and
- valid expenses incurred directly in the performance of Board duties as a Director of RSL (Qld).

Directors must obtain and retain a tax receipt for each purchase of goods and services including for each credit card transaction. They will also be required to provide details of the transaction in the Dynamics accounting system including the correct account coding and GST allocation.

Approval and acquittal process

All purchases for good and services by Directors are subject to a three-stage approval and acquittal process:

1. First, all transactions for expenses or travel allowance – including claims for reimbursement – for Executive Officers and other Directors will be reviewed by the Chair.
2. In accordance with the By-Laws, each submission will then be reviewed by the CEO or other authorised person for verification, authorisation and payment.
3. Following the CEO's authorisation for expenditure (and reimbursement if applicable), the Finance Officers will also review the transaction to ensure that all tax invoices have been provided, that the description provided is sufficient, that GST is properly recorded and that the correct account coding has been applied.

All purchases made by Directors for goods or services are to be substantiated meaning that all expenditure is to be supported with tax receipts. Transactions will be rejected if insufficient detail is provided and statutory declarations will only be accepted in exceptional circumstances. Each statutory declaration is to be accompanied by the reason the relevant document was misplaced or lost and what action has been taken to prevent a re-occurrence.

RSL (Qld) will recover expenditure from Directors that has not been incurred in the authorised conduct of their duties.

RESPONSIBILITIES

All Directors are classified as 'responsible persons' under the Australian Charities and Not-for-Profit Commission (ACNC) Governance Standards and are required to comply with these Standards in accordance with the ACNC Act.

Each Director has a duty to understand and acknowledge all materials provided to them by RSL (Qld) in the course of their duties as a Director in accordance with ACNC Governance Standard 5 which concerns the duties of responsible persons.

Directors are expected to exercise good judgement and act prudently when incurring expenses in the course of their duties.

BREACH

A Director is responsible for immediately notifying the Chair and the Chief Executive Officer (CEO) if the Director considers they or any other Director may be in breach of this Policy.

All actual or potential breaches are reportable. Any breach of this Policy is subject to investigation by RSL (Qld).

FURTHER ASSISTANCE

The Company Secretary should be consulted concerning questions about this Policy.

RELATED DOCUMENTS

This Policy should be read in conjunction with:

- RSL (Qld) Constitution and By-Laws
- Board Code of Conduct
- Conflict of Interest Policy
- Fraud, Bribery and Corruption Policy
- Whistleblower Policy
- Credit Card Policy
- Motor Vehicle Policy

REVIEW PROCESS

This Policy will be reviewed annually or as required.

DEFINITIONS

- **Chair** means the Director as elected as Executive Officer to the position of Chair at the AGM of members to preside as chairperson at Board meetings.
- **Executive Officer** means a Director who has been elected to the position of Chair, Deputy Chair or Vice Chair of RSL (Qld) also known respectively as State President, Deputy President and Vice President respectively.
- **Official Carer** means a person who provides personal care, support and assistance to a Director in need of support due to disability, medical condition, including terminal or chronic illness, mental illness or is frail and aged.

APPENDIX A – RESOURCE AND EXPENDITURE GUIDELINES

Directors of RSL Qld:

- are provided with the resources necessary to carry out their duties as Board members; and
- may also incur expenditure for approved travel and other expenses in the performance of their duties.

This appendix provides guidance to Directors on the resources available to them and the types of expenses they may incur in the performance of their duties.

RESOURCES AND EXPENSES

Approved resources for Directors

The resources provided to Directors are approved by the members at the AGM. These resources are:

- Mobile phone and lap top on appointment, if requested;
- Business attire for representational duties to the value of \$1,000 if requested;
- Use of a RSL (Qld) motor vehicle, if required;
- Membership to either the Australian Institute of Company Directors (AICD) or the Australian Institute of Management (AIM), if required;
- For the Executive Officers, or Directors outside of the Brisbane region, membership to one airline lounge, if required;
- Travel expenses, including accommodation and meals, directly related to undertaking RSL (Qld) business;
- RSL (Qld) credit card; and
- RSL (Qld) Director's partner attendance (including any associated travel and accommodation costs) at two functions per annum (State Congress and Christmas Party) or if invited by the Chair to an official function. The exception to this is if a partner is an official carer; in that instance, RSL (Qld) would automatically fund the travel. Partners of the Executive Officers will have their travel costs paid for by RSL (Qld), including accommodation and meals when accompanying on official invitations.

Any Fringe Benefits Tax (FBT) payable on the provision of resources to individual Directors directly related to the conduct of their duties as a Board member will be met by RSL (Qld). The CFO in their capacity as the Public Officer approves the incurring of a taxation liability by RSL (Qld). Directors should note:

- The ATO may determine that there is a personal benefit associated with the provision of certain resources provided to them. This may incur taxation costs to RSL QLD or the District entity that utilises funds otherwise available for the charitable purpose.
- The taxable value of any such benefit in excess of \$2,000 is required to be disclosed on the Director's PAYG Payment Summary and this may have personal taxation implications. Directors should be aware of the FBT and cost implications of any resource use which may attract FBT, such as private use of an allocated vehicle, and seek to minimise any FBT.

Allowable Director's expenses

The following expenses are allowable if they are incurred in the course of a Director's duties:

- Travel, accommodation and meals for:
 - Directors to attend Board and Committee meetings;
 - Directors nominated by the Chair to undertake representational duties on the Chair's behalf;

- Directors in the performance of their duties for other entities such as directorships for RSL National or Mates4Mates;
- Executive Officers in the performance of their duties as State President, Deputy President and Vice President;
- Under exceptional circumstances, Executive Officers for whom allowance may be made for the cover of additional costs incurred in support of the membership such as attendance at meetings which result in unavoidable additional cost.
- Reasonable dry cleaning or laundry expenses of business attire required in the performance of duties as a Director.
- Expenses incurred by Executive Officers in the performance of their duties as State President, Deputy President and Vice President.

Directors may claim additional expenditure in addition to those outlined above if these expenses are reasonable and in relation to duties performed by virtue of these positions and are fulfilling roles and responsibilities on behalf of the Board across RSL (Qld). Where possible, approval should be sought from the CEO in advance of the expenditure.

The following expenditure is not allowed:

- Expenditure not incurred directly in the conduct of the role of being a Director of RSL (Qld);
- Expenditure for District and Sub-Branch expenses incurred by Directors;
- Expenditure on behalf of a RSL (Qld) District or RSL (Qld) Sub-Branch;
- Expenditure of a personal nature;
- Expenditure which will provide a personal gain or profit to Directors; and/or.
- Expenditure that is not in accordance with RSL (Qld) policies and procedures.