



Petty Cash Policy, Reimbursement Policy and Bank Account Policy

Petty Cash Policy

1. The Association must only allow a proposed item of petty cash expenditure to be paid if the following requirements are met:
 - a. The item of petty cash expenditure must be proposed to be paid by a Branch, Branch Committee Member, Executive Committee or Executive Committee Member.
 - b. Subject to clause 1.c, if the item of petty cash expenditure:
 - i. is equal to or less than \$750 – the item of petty cash expenditure does not require pre-approval by the Executive Committee; or
 - ii. is greater than \$750 – the item of petty cash expenditure requires pre-approval by the Executive Committee.
 - c. The total amount of petty cash expenditure a particular Branch (including a Branch Committee Member from that Branch) may claim in a financial year pursuant to clause 1.b is \$3,000.
 - d. Any item of petty cash expenditure to be paid for an event or initiative that is within the amount received by the Association as sponsorship, or confirmed ticket money at the time the item of petty cash expenditure is proposed, for that event or initiative does not require pre-approval by the Executive Committee.
 - e. The item of petty cash expenditure to be paid must be reasonable, having regard to the purposes of the Association and the financial position of the Association.
2. For the purposes of the Petty Cash Policy, **pre-approval by the Executive Committee** means authorisation by the Executive Committee, as evidenced by Ordinary Resolution of the Executive Committee at an Executive Committee Meeting or by agreement of a majority of Executive Committee members in writing.

Reimbursement Policy

3. The Association must only grant a claim for reimbursement if the following requirements are met:
 - a. Subject to clause 4, the person claiming reimbursement must submit a completed Claim for Reimbursement Form (**Appendix A**) to the National Treasurer within 3 months of the expense being incurred and, in any event, before the end of the financial year.
 - b. The completed Claim for Reimbursement Form must attach:



ASIAN AUSTRALIAN LAWYERS ASSOCIATION, INC.

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("the Association")

- i. All invoices and/or proof of payment that are, in the National Treasurer's reasonable opinion, a sufficient audit trail for the preparation of the Association's financial accounts; and
 - ii. If Executive Committee approval:
 1. is required for the Claim for Reimbursement – proof of Executive Committee approval; or
 2. is not required for the Claim for Reimbursement – a statement that the relevant exemption applies.
 - c. The person claiming reimbursement must not claim for his or her individual profit or the profit of any other person.
4. If a person incurs an expense in the final month of the financial year, the National Treasurer may decide to accept a completed Claim for Reimbursement submitted in the first three months of the new financial year.
 5. If the requirements of the Reimbursement Policy are not met, the responsibility and liability for the costs incurred by the person claiming reimbursement remain with that person.

Bank Account Policy

6. Any payments made from the Association bank account must:
 - a. comply with the Petty Cash Policy and Reimbursement Policy; and
 - b. be co-approved by:
 - i. the National Treasurer; and
 - ii. the National President, National Vice-President, National Secretary or relevant Branch President (as applicable).

Variation

7. Any variation or exemption to the Petty Cash Policy, Reimbursement Policy or Bank Account Policy must be approved by Ordinary Resolution of the Executive Committee at an Executive Committee Meeting.

Prepared by the National Treasurer
treasurer@aala.org.au

Adopted by the Executive Committee on 30 July 2020
Last amended by the Executive Committee on 24 August 2021



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APPENDIX A: CLAIM FOR REIMBURSEMENT FORM

NAME:

POSITION:

BRANCH (IF APPLICABLE):

IS EXECUTIVE COMMITTEE APPROVAL REQUIRED: YES/NO
(If Yes, attach proof of Executive Committee approval)

(If Executive Committee approval not required:)

RELEVANT EXEMPTION FROM EXECUTIVE COMMITTEE APPROVAL:

Date of Expense	Details of amount claimed (e.g. travel allowance, gift for guest speaker)	Event/Project name	Amount claimed
			\$
Total expenses claimed:			\$

SIGNATURE:

DATE: