



# Anglesea SLSC Administration Procedures

Following are some guidelines on administration procedures.

**OFFICE HOURS:**

**May to August**

Monday, Wednesday, Friday

10am to 4pm

**September to April**

Monday – Friday

10am to 4pm

# Purchase Orders


A Purchase Order is required for any planned purchase over \$250. The purpose of the Purchase Order is to inform suppliers that the purchase is approved by the Club. Most of our suppliers have been informed that an invoice will not be paid without a Purchase Order.

You will find an Application for Purchase Order Form on the Club's website at <http://www.angleseaslsc.org.au/policies-reports-organisation>.

Complete the form making sure to select an Account the purchase is to be assigned to and a Profit Centre. These can be found in the drop down menus and you can type onto the PDF form.

1. Please ensure that your purchase is reflected in your approved budget
2. You can only raise a Purchase Order for your Profit Centre. If you are raising the Purchase Order for someone else's Profit Centre, please consult with that Director or a Vice President/President prior.

Once you have completed the Application for Purchase Order, email to the office making sure you cc the approving Director and attaching any quotes/estimate invoices.



**Anglesea Surf Life Saving Club Inc.**  
A.B.N 14 544 659 974

## Application for Purchase Order

A Purchase Order is required for all purchases over \$250. Invoices will not be paid without a Purchase Order.

To:

Description:

Quote attached  Yes  No    If no, estimated price: \$

Deposit Required?  Yes  No    If yes: \$

Account purchase is to be assigned to:  Profit Centre:

*Note 1: Please ensure that this is reflected in your approved budget.*  
*Note 2: You can only raise a Purchase Order for your Profit Centre. If you are raising for someone else's please consult with that Director or a Vice President/President prior.*

Submitted by:  Approved by:

### Delivery Details

Delivery Address (if not the Club):

Attention to:  Delivery Date:

Delivery Instructions:

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PO Box 87, Anglesea, Victoria, 3230  
Phone: 03 5263 1107 Email: [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au)  
[www.angleseaslsc.org.au](http://www.angleseaslsc.org.au)

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V2.1 14 July 2017

## Available Profit Centres

Administration	Competition - Water	Marketing
Building Stage 6	Development Services	Rescue Services
Competition – Beach	Facilities	Rock2Ramp
Competition – Boat	Facilities – New Building	Starfish Nippers
Competition – General	IRB	Supporters Group
Competition – R&R	Junior Development	

## Available Accounts

Administration Costs	Fundraising Expenses	Repairs & Maintenance - Building
Awards & Trophies	Gas	Repairs & Maintenance - Equipment
Bar Expenses	Insurance	Shop Expenses
Building Redevelopment	IRB, Fuel & Maintenance	SLSA Charges
Café Expenses	IT Expenses	LSV Charges
Cleaning	Light & Power	Staff Training & Welfare
Clothing & Apparel	Membership Refunds	Superannuation Contributions
Club Function Expenses	Materials & Supplies	Telephone
Competition Expenses	Miscellaneous	Travelling & Accommodation
Coaching Expenses	New Initiatives	Wages
Development Services	Polar Bear Expenses	Water
Donation	Professional Fees	
Equipment Hire	Purchases - Shop	
Equipment Purchases	Rates	

## Approving Directors

Administration – Rob Murray	Competition Water – Rob Tennant	Marketing – Em Watsford
Competition Beach – Rob Tennant	Development Services – Lachie Eaton	Rescue Services – Ed McKay
Competition Boat – Rob Tennant	Facilities – Peter Williams	Rock2Ramp – David Marsh
Competition General – Rob Tennant	IRB – David Marsh	Starfish Nippers – Sam Hume
Competition R&R – Rob Tennant	Junior Development – Sam Hume	Supporters Group – Noel Langford



# Making Purchases for the Club

## Invoices

When making purchases for the Club or booking any accommodation, please make sure the invoices are made out to Anglesea SLSC and sent to PO Box 87, Anglesea, 3230 or [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au), NOT the person making the purchase/booking. That way we can get them approved/paid in a timely manner.

If we are unsure of the approval status of an invoice we will email the invoice to the relevant Director asking for approval and Account/Profit Centre allocation.

## Club Accounts

When charging any purchase to a Club account, eg. IGA, etc please make sure you:

1. **PRINT** your name and on the receipt/docket.
2. **PRINT** the area the purchase is being made for on the receipt/docket.
3. **RETURN** the receipt/docket to the Club Office.


## Expense Claims (Reimbursements)

If you need to make a purchase for the Club using your own funds you will need to complete an 'Expense Reimbursement Form' and attach receipts (scanned or original). You will find an 'Expense Reimbursement Form' on the Club's website at <http://www.angleseaslsc.org.au/policies-reports-organisation>.

The 'Expense Reimbursement Form' can also be used to record any spending on Club accounts (IGA). These receipts should be returned to the Club office ASAP as accounts come in at the end of each month.

**Please note that receipts MUST accompany any claim.**

If you are unable to get an authorising Director to sign your claim form, scan and email your form to the Club office ensuring you cc the relevant Director so they can approve via email.



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### Expense Reimbursement Form

This form **MUST** accompany all receipts (scanned or original) being claimed or to record spending on the IGA Anglesea SLSC account card or the Anglesea Hardware account. These receipts should be returned ASAP as accounts come in monthly.

**Please have this reimbursement approved by a Director BEFORE submitting to the Club Office.**

Name:  Date Submitted:

Position:  Email:

Purchase Date	Receipt from:	Explanation of Expense (eg. Supplies for Bronze Camp, Cleaning Supplies, etc.)	Profit Centre Area for which expense was incurred	Receipt Attached Yes/No	Amount (Incl. GST) \$
Total:					

**Please attach all invoices and/or receipts ASAP. A claim without an invoice or receipt will not be paid.**

**Declaration:**  
I confirm the above expenses have been incurred on behalf of the Anglesea SLSC.

Signed:  Email:

Print Name:  Date:

**Directors Authorisation:**  
Name:  Signed:

**Electronic Bank Transfer**  
Account Name:

BSB:  Account No.:

Return this form to the Club Office or post to PO Box 87, Anglesea, 3230.

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[www.angleseaslsc.org.au](http://www.angleseaslsc.org.au)

## Payment and Refund Forms

If a member is required to be paid by the Club for a service provided and there is not a requirement for an Employment Declaration, the relevant Director should provide a Payment Form with the 'Director Authorisation' section completed to the member. The member will then enter his/her bank details and forward to the Club office. No payments will be made without the Director Authorisation.

You can get a 'Payment Form' emailed to you by contacting [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au).

If a member requires a **REFUND** they must complete a Refund Form with a reason for the refund request and bank details and return to the Club office.

You can get a 'Refund Form' emailed to you by contacting [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au).

## Cash Float Request Form

If an event is being run where there will be cash sales (eg. Sausage sizzle, sale of drinks, etc.), you must organise for the office to provide you with a cash float a week prior to the event. Please use the Cash Float Request Form which will be emailed to you by contacting [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au).

The request must be authorised by a Director.

## Cash Income Summary

When cash has been collected at an event (eg. Sausage sizzle, tin rattle, etc.) you **must** complete a Cash Income Summary Form and return it with the cash. The Cash Income Summary Form can be emailed to you by contacting [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au).

If any of the cash collected has been used to make a purchase, please ensure all receipts have been retained and accompany the Cash Income Summary.

It is always appreciated if cash can be separated into denominations.