



The Sustainable Engineering Society



01 SENG NATIONAL BOARD FINANCIAL PROCEDURE

Document history and status

Revision	Date issued	Approved by	Date approved	Revision type
Revision 1	25 Oct 2010	SENG National Board	29 October 2010	-
Revision 2	6 June 2011	SENG National Board	14 June 2011	-
Revision 3	March 2012	SENG National Board	23 March 2012	-

Background

The Sustainable Engineering Society (SENG) finances are managed in accordance with Board adopted procedures and guidelines listed here, the *Constitution Sustainable Engineering Society*, *Institution of Engineers Australia*, and *Technical Societies of EA Guidelines and Regulations*:

- 01 Financial Procedure
- 02 Chapter CPD Event Financial Guideline
- 03 Reimbursement Guideline

Finances and bank accounts (the SENG National Account) are managed by Engineers Australia staff, including the Technical Societies and Finance Manager (and delegate), and SENG Committee Executive Officer, who are authorised to pay invoices and transfer funds as needed by the SENG Board on the group's behalf.

Funds are available for use by the SENG National Board and the associated Chapters in fulfilment of the Society's mission and objectives under the *SENG Constitution*. National Board and Chapter committee members have an obligation to manage member funds in a prudent and efficient manner in the delivery of services to members.

Revenue

SENG National is almost exclusively funded through SENG membership fees collected annually by Engineers Australia. Other revenue may be collected through:

- Journal advertising and sponsorship; and
- Event registrations and sponsorship.

National Use of Funds

Funds used for the day to day management of the Society such as those listed below do not require specific Board approval:

- Administration costs;
- Travel and accommodation and miscellaneous costs associated with two in-person (face-to-face) Board meetings a year (in accordance with SENG National Board Reimbursement Guideline);
- Publishing costs associated with the production of the SENG magazine;
- Costs associated with maintaining the SENG website; and
- Expenditure included in the Board approved annual budget.

All other National expenditure requires approval of the Board. Approval may be obtained via the following methods where a quorum votes in accordance with the *SENG Constitution*:

- In-person Board meetings – where the majority of the Board agree to the expenditure.
- Teleconference meetings – where the majority of the Board agree to the expenditure at the teleconference as follows:
 - One week notice is to be given to all Board members of the proposed expenditure to be approved, prior to the teleconference. Full details shall be provided by the proponent to allow Board member consideration of the item.
 - If a Board member is unable to call in to the teleconference they may provide their decision to the EA Executive Officer prior to the teleconference.
 - A Board member may request additional information and an extension of time on the decision if needed.
 - If no decision or extension of time request is received and the teleconference is not attended by the Board member it will be taken that the Board member is abstaining from voting.
 - The decision will be minuted.
- Email notification for expenditure of up to \$10,000. Approval is gained where the majority of the Board agree to the expenditure via email as follows:
 - Approval can be sought via an email to the Board, provided that at least one week is provided for return comments and a decision. Full details shall be provided by the proponent to allow Board member consideration of the item.
 - A Board member may request additional information and an extension of time on the decision if needed.
 - If no decision or extension of time request is provided by a Board member it will be taken that the Board member is abstaining.
 - Board members shall respond by email to the SENG committee Executive Officer and the Treasurer.
 - An email shall be sent by the SENG committee Executive Officer to all Board members notifying them of the decision. The decision shall be included on the minutes of the next meeting as a means of keeping a record of the decision.
- If a higher expenditure is needed urgently than provided for by Email, a special teleconference meeting may be called.

Chapter Activities

SENG Chapter committees deliver continuing professional development (CPD) events in the Division areas consistent with the *SENG Strategic Plan* and delivered in accordance with the annual Operational Plan. CPD may include:

- Technical seminars featuring guest speaker(s);
- Workshops;
- Site visits; and
- Student presentations and awards.

Each Chapter is responsible for determining how they will work with their Division to provide CPD activities to SENG and EA members.

CPD events are generally funded by collection of attendance/registration fees and from industry sponsorship. Funds are typically used to cover costs including:

- Venue hire;
- Catering and refreshments;

- Audio-visual services;
- Prizes, gifts, awards;
- Speaker transport and accommodation; and
- Administrative support costs.

It is expected that all Chapters will make a reasonable attempt to provide CPD activities at break even. Refer to *SENG National Board Chapter CPD Financial Guideline* for more information.

Chapter Reserve Funds

Within SENG National funds, there is an allocation of funds to each SENG Chapter known as “Chapter Reserve Funds”.

Where a Chapter has made a profit on its regular CPD events, a conference or other major event, funds will be kept in the National Account and allocated to that Chapter for their exclusive use. A record of Chapter Reserve Fund balance is maintained by the National Treasurer in a spreadsheet format and within the accounting system using cost coding.

Chapter Reserves are able to be used by the Chapter for any of the following without National Board approval:

- Speaker flights, accommodation and miscellaneous expenses.
- Gratitude gifts to guest speakers at CPD events.
- Subsidising CPD events for SENG members.
- Sponsorship or co-hosting of events with like minded organisations for the purpose of providing member CPD opportunities.
- Payment for the committee’s attendance at SENG functions with a value less than \$100 per committee member.
- Annual thank you dinner for Chapter committee.
- Cards or flowers for sick committee members.
- Donations to appropriate environmental group/network which may be done to offset Chapter activities or demonstrate social responsibility.
- To cover losses made at the end of financial year as a result of CPD activities¹.

To use the funds for the above activities, Chapter committee approval is required and shall be minuted in the local Chapter’s committee meeting minutes. This may be in the form of a financial year budget adopted by the committee, or in an event specific budget approved by the committee. The use of Chapter funds for any other activities than those described above will require National Board approval.

Profits made as a result of chapter CPD events, conference or similar major event shall be transferred to the Chapter Reserve for that committee in the National SENG accounts.

The National Board may periodically contribute to Chapter Reserve Funds in order to support the delivery of CPD activities. The allocation of additional funds to a Chapter Reserve Fund is subject to National Board approval.

¹ This amount is limited to the Chapter Reserve Fund amount available to the Chapter.

PROCESSES

National

Engineers Australia administers the SENG National Accounts on behalf of SENG.

The Treasurer requests information (including P&L, transaction records) from EA (Technical Societies & Finance Manager or delegate) on an as-needs basis.

EA organise an annual audit of SENG accounts. Notice of AGM date is to be provided to EA at the earliest possible time to ensure the availability of the audit report.

The National Treasurer is to provide the following reports:

- SENG National AGM²
 - Audited financial year report

- SENG National Board Meetings/Teleconferences:
 - Quarterly financial year update
 - The proposed budget for the next financial year for Board approval. A draft will be provided by March of the previous financial year so it can be approved before the next financial year begins.

Chapter

As required by the *SENG Constitution*, Chapters shall provide an annual report to the Board detailing activities and financial outcomes for each financial year, due September.

A Chapter financial year program and budget shall be provided to the National Board each February.

Authorising payments

Processing of all payments for approved expenditure from the SENG National account are to be requested via the Engineers Australia SENG committee Executive Officer, and copied to the National Treasurer for approval and record keeping.

The EA Technical Societies & Finance Manager (or delegate) will seek approval of the Treasurer on behalf of the Board prior to processing payments.

Where payments are not in accordance with approved guidelines, National and Chapter budgets, or where Chapter Reserve funds are to be utilised, provide a reference to the Chapter and National committee meeting minutes containing approval by SENG Chapter committees and National Board, providing meeting dates.

References:

SENG Chapter CPD Financial Guideline

SENG Reimbursement Guideline

Constitution Society for Sustainability and Environmental Engineering, Institution of Engineers Australia, (SENG Constitution), SENG, 10 November 2003.

EA Strategic Plan 2010-2015

EA annual Operational Plan

SENG Strategic Plan (Feb 2012)

Technical Societies of EA Guidelines and Regulations, Engineers Australia, May 2006.

² End of financial year statements issued to members or made available to the AGM are to be constructed from the audited figures only.