

## Preamble

The Sexual Health Society of Queensland was formed in 1988 and has members from across the state. Members represent a wide variety of professions including: counsellors, psychologists, nurses, sexual health physicians, general practitioners, researchers, and students. Members work in a mix of government, private, and community organisations.

The Society provides high quality educational opportunities for its members and encourages open and strong debate of issues in sexual, gender, and reproductive health in Queensland.

## SHSQ Objectives

- To advise and advocate for the improvement of all aspects of sexual health in Queensland.
- To advance scientific, medical and psycho-sexual knowledge in the provision of sexual health services, and the promotion of sexual health in Queensland.
- To disseminate authoritative information concerning sexual health issues for the community of Queensland.
- To liaise with similar professional societies and community organisations in Australasia and elsewhere.
- To be guided in all its deliberations and action by the Definition of Sexual Health (World Health Organisation) and the Declaration of Sexual Rights (World Association for Sexual Health).

## Accounting Policy

### Introduction

SHSQ primarily receives funding from annual membership fees, and sponsorship of particular education events by private companies or other organisations and institutions of relevance to the Society's aims, other grant bodies, and donation. The annual income is approximately \$13,000 and the expenses are largely clinical education meetings, administration salary, conference scholarships, and ITC support/promotion

SHSQ has an annual budgeting process covering the period April to March. Financial reports with Account, Debit Card, PayPal and Term Deposit Statements are generated on a monthly basis to track the financial performance and health of SHSQ. Each month, the Treasurer will include in the Financial Report an accumulative total of expenditure and income for the year to date to allow the Management committee overview that Society's Financial objective of "break even" is being sustained. The Society's Management committee reviews on a monthly basis the financial reports submitted by the Treasurer. The financial accounts are also externally audited once a year, with the Auditor's report submitted to the full membership of the Society at its AGM.

### Purpose

The purpose of the Accounting Policy is to set the framework upon which the financial accounts are prepared for SHSQ.

The objective of the SHSQ with respect to its financial deliberations is ensure a balance between income and expenditure over the course of the year, thus ensuring a “break even” level of operation.

## Policy

SHSQ financial records will be kept for at least 7 years. The 7 years starts from the date of the final entry in each record.

SHSQ’s financial year is from 1 April to 31 March.

SHSQ has elected the cash accounting method for the basis of the preparation of financial statements, given its simplicity (recognise revenue when money received and expenses when cash paid). The Accrual Accounting method is not currently used, given that the Australian Charities and Not-For-Profits Commission (ACNC), advocates the use of accrual accounting where revenue is larger than \$250K per annum.

The SHSQ will keep a ledger recording all transactions in order from earliest to latest and copy this data into monthly reports for review by the Management Committee.

An annual report will be compiled by an external auditor for review by all the membership at the AGM and an annual return will be submitted to the Office of Fair Trading within 1 month of holding the annual general meeting.

Details of every asset acquired by the SHSQ will be recorded after the date of incorporation. This includes assets bought or acquired before this date. An asset register must record the details of all SHSQ assets, including:

- when acquired
- cost at the time
- depreciation in value
- physical location (if applicable)
- how and when the SHSQ will sell them, give them away or throw them out.

Any additional expenditures required for clinical meetings or other educational events that are in excess of the norm will require approval by the Management Committee at either the standard monthly committee meeting, or by a virtual vote of all committee members.

## Investment Policy

### Introduction

The Management Committee of the Sexual Health Society of QLD is responsible for ensuring that the organisation operates within a responsible, sustainable financial framework and that the organisation has adequate resources to carry out its strategic objectives. SHSQ’s Investment Policy forms an important part of fulfilling this responsibility.

Any Investment on the part of the SHSQ will be for the purposes of supporting and enhancing educational opportunities for members

## Purpose

This policy is designed to:

- Direct the use of funds of SHSQ and
- Determine SHSQ's future financial planning strategies to ensure the organisation is able to maintain its operating budget and create growth while observing socially responsible and ethical investment standards.

## Policy

The Management Committee of SHSQ is responsible for ensuring the organisation's long-term financial viability.

This policy provides the framework for the utilization of cash assets not required for current operating expenses to maximise the earnings of such assets, while retaining security, minimising risks, and observing socially responsible and ethical investment standards.

All interest and other earnings from such investments are deposited into SHSQ's operating account and become part of the annual operating budget.

The Investment strategy must conform with the following principles:

- The objectives of the Society are adhered to.
- Investments are made with low to medium risk ventures; that is, investments that provide for security of capital over the medium to long term.
- Investments will be liquidated in the interests of the financial stability of the SHSQ on the decision by the Management Committee
- SHSQ will only invest with reputable, established, proven, financial institutions. A KYC check will be undertaken before engaging any new financial institution where SHSQ funds are invested.
- SHSQ will not invest with organisations whose operations are socially irresponsible or incompatible with the mission of the organisation. In particular, SHSQ will not invest in any organisation with a major proportion of its operations in the following areas:
  - Tobacco sales
  - Illicit Drug & Alcohol
  - Firearms
  - Gambling
  - Fossil Fuel Industries or other activities that contribute significantly to environmental degradation
  - Activities or products linked to child labour, slave labour or human trafficking.

As a general rule, unless expressly approved by a vote of the full membership, the SHSQ will not be investing in the following categories or asset classes:

- Cryptocurrency
- Futures and other financial derivatives

SHSQ will also not be engaged in borrowing activities to invest e.g. margin lending or short selling. The decision to invest in any real estate will need to be approved by the full membership of the Society, taking into consideration the risk and return of such an investment.

Funds derived from sponsorship for particular education activities is not available to SHSQ for investment purposes and as such would be kept as cash or cash equivalent in an operating account which is accessible.

## Management and Governance

The Management Committee, SHSQ, is responsible for the application and management of this policy. The performance of the investment and return will also be monitored by the Committee and forms the basis of any change in investment products.

The Treasurer of the SHSQ will provide governance over this policy and its application.

The Management Committee, SHSQ, should always be cognisant of its:

1. Duty to act in good faith
2. Duty not to gain advantage by improper use of the position
3. Duty not to misuse information
4. Duty to act with care and due diligence
5. Duty not to trade while insolvent

“Committee members must act honestly, in good faith and to the best of their ability in the interests of the Society. The committee members must not allow conflicting interests or personal advantage to override the interests of the Society. The interests of the Society must always come first” (Kiel, Nicholson, Tunny & Beck, 2012).

All transactions, records, and reporting will be in accordance with the Queensland Government Office of Fair Trading Rules and Regulations for Incorporated Associations:

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/financial-responsibilities-for-incorporated-associations/keeping-your-association-records>

## APPENDIX

### Extract from the SHSQ Constitution

#### 45 Funds and accounts

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following
  - (a) the President;
  - (b) the Vice-President
  - (c) the Secretary;
  - (d) the Treasurer;
  - (e) any 1 of 4 other members of the association who have been authorised by the Management committee to sign cheques issued by the association.
- (6) However, 1 of the persons who signs the cheque must be the President, the Vice-President, the Secretary or the Treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the Management committee must decide the amount of petty cash to be kept in the account.
- (9) Where expedient, a member of the Management committee or Secretariat may make payments through a personal credit card where such expenditure has been approved or ratified at a management committee meeting. Such payments will be reimbursed to the payer as soon as practicable on receipt of an invoice for such expenditure.
- (10) All expenditure must be approved or ratified at a management committee meeting.

#### 46 General financial matters

- (1) On behalf of the management committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.



(2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

## 47 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

## 48 Financial year

The end date of the association's financial year is 31<sup>st</sup> March in each year.

## 49 Distribution of surplus assets to another entity

(1) This rule applies if the association

(a) is wound-up under part 10 of the Act; and

(b) has surplus assets.

(2) The surplus assets must not be distributed among the members of the association.

(3) The surplus assets must be given to another entity

(a) having objects similar to the association's objects; and

(b) the rules of which prohibit the distribution of the entity's income and assets to its members.

(4) In this rule— **surplus assets** see section 92(3) of the Act.

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