

# Expense Policy

<b>Policy number:</b>	12	<b>Version and Last Revision Date</b>	2 (last reviewed on 31 May 2021)  3 reviewed on 17 March 2022
<b>Policy &amp; Procedure Owner</b>	Finance, Audit & Risk Committee	<b>Date Approved</b>	06/03/19  12/04/2022
<b>Responsible person:</b>	Board of Directors	<b>Scheduled review date</b>	17 March 2024

## Educating The Future Australia Limited Expense Policy (Version 3)

### 1. Introduction

**Educating The Future (ETF) Australia Limited** acknowledges that expenses are naturally incurred as part of its activity and in the pursuit of its vision and mission, alongside funding for its main development program activities. The purpose of this policy is to outline reasonable expenses, expense delegations and authorities, reimbursement and procedures to assess the reasonable claim of expenses. It also covers funding for programs and tax deductibility.

Related policies:

- Delegations Policy
- Non-Developmental Activity Policy
- Procurement and purchasing policy

Related documents:

- Financial standard operating procedure
- Expense form

### 2. Scope of policy

This expense policy extends to all financial activities and purchases made in Timor-Leste and Australia, including my implementing partners, volunteers and Directors.

An **expense** can be defined as a cost during the operations of ETF intended to add value towards the work of ETF..

### **3. Policy**

Expenses must be appropriate, claimed within a timely manner and records must be kept. Post all expenses, an Expense Form must be completed in order for the payment to be reimbursed.

Receipts must be kept in a physical format of the respective expenses and attached to the Expense Form upon submission to ensure transfer of funds. A digital or backup copy is compulsory where a hardcopy is not available. . All expenses must be reasonable, necessary and economical.

All expenses must align to the Delegated authority and procedures found with the Financial Standard Operating Procedure.

#### **3.1. Funding Focus**

ETF gives priority to education development programs that focus on community-led construction. Ineligible program are those that do not meet ETF's funding eligibility, including non-developmental activities.

Expenses must be incurred during the natural course of business to support ETF's core development program focus.

### **4. Procedure for Expense Claiming**

Record the expense in a hardcopy format, along with a digital format. Complete the expense form and get it signed by the appropriate authority. Present the form to the treasurer.

Expenses must be claimed by the all individuals or members who have paid for an expense. It must be authorised via e-mail by an individual with the appropriate powers as viewed within the authorisation chart.

An audit of the expense may take place. The expense will either be approved or declined, with or without reason. If approved, provide reimbursement details and the procedure will take place.

Documentation will be attached to the Financial Software used.

## 5. Reimbursement

- Allow 7 days after submission of the Expense Form for your claim to be either approved or denied. It is suggested that all expenses receive prior approval according to the Delegations of Authority Policy.
- Allow 28 business days after the submission of the Expense Form for reimbursement to be processed.
- Please note that no expense will be reimbursed without a receipt or adequate approval prior to making the expense.
- Regardless of your position within the organisation, all expenses must be approved.

## 6. Issues

- If an adequate receipt is not presented at the time of submission of the expense form, the claim will be denied.
- Receipts must be verifiable and legitimate, with a clear date, amount and business.
- If the expense was not approved by an appropriate member or not approved at all, your expense may be denied or only partially reimbursed.
- Given an audit of the expense, and it is unreasonable, untimely or provides no value the board maintains the right to decline the expense.

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## 8. Policy Amendments

**8.1.** This policy and any amendments enter into effect immediately.

**8.2.** This policy shall be disseminated through an appropriate directive to all internal ETF stakeholders and necessary persons, including website if appropriate.

**8.3.** This policy will be reviewed every two years.

Mr. Adam Alexander Hegedus  
Managing Director  
17 March 2022  
Next review date: 17 March 2024

*Shepherd*