



Financial v 1.0

Elephant In The Room (EITR) will protect and promote the organisation's Core Values through sound governance and financial management.

The Directors are responsible to ensure that sufficient funds are always available to meet financial commitments and obligations as they fall due. Receiving and discussing monthly financial reports at meetings are the means by which the Directors monitor the financial performance of the organisation.

Financial planning occurs during the Planning Alternative Tomorrows with Hope (PATH) process where a budget is developed and aligned to the organisation's strategic plan.

The Directors ensure that acceptable financial controls exist to ensure the appropriate stewardship of the organisation's resources and obligations.

The financial performance of the organisation is tabled, discussed and documented at monthly meetings.

EITR accounts will audited annually by BOYCE CHARTERED ACCOUNTANTS, 167 Brisbane Street, DUBBO NSW 2830, as soon as practical after 30 June in each year and tabled at the next meeting.

Each director of EITR is a bank account signatory for and on behalf of the Company with two signatories being required to sign cheques and to undertake electronic banking transactions.



Each Director has their own individual NAB business debit card, with a credit limit of \$200. Purchases above this cost, require a transfer of funds from the EITR bank account to their card. A Director wishing to spend more than \$250 will require confirmation from at least one other board member.

Directors who incur expenses using their personal vehicle whilst travelling will be reimbursed at

- ❖ \$90 per hour + 0.85 cents / km (to be factored into quote).

Fees for consultancy

Our current fee schedule is displayed on the website, to be reviewed every 12 months.

For NDIS participants, the prices for supports are included in the participant plans. NDIA will update prices on at least an annual basis, effective 1 July each year, taking account of market trends, changes in costs and wage rates. Changes to prices will be published on the NDIS website.

Payment for training

Training invoices to be sent within 7 days of training. Trainer to follow up 14 days post workshop to ensure payment has been made. If no payment has been recorded, trainer to email customer with invoice reminder.

Payment for consultancy

Payment for consultancy to occur with 7 days of closure. If the consultancy is ongoing past 8 weeks, a monthly invoice is sent to ensure continuation of payment. If no payment has been recorded, key staff member to follow with a reminder.

