



QUEENSLAND MAJOR  
CONTRACTORS ASSOCIATION

# QMCA Transaction / Financial Policies

## **1. Decision Making and Reporting Organisation Financial Matters**

The Treasurer is to prepare and submit an operating budget to the Executive Committee for approval at the beginning of each calendar year.

The Treasurer shall provide a financial report at each Executive Committee meeting and General meeting and present a fully audited Annual Financial Report to the Annual General meeting of the QMCA.

## **2. Authorisations and Delegations Relating to the Organisation's Spending**

The Treasurer, or approved nominee, may expend monies within budget limits as set by the Executive Committee.

All invoices approved for payment are to be authorised/counter-signed by two officers of the Executive Committee.

All payments are to be made by cheque, counter-signed by two officers of the Executive Committee as set out in the Constitution/Rules.

## **3. Credit Card**

The QMCA is not to have or provide Credit cards to members of the QMCA Executive Committee.

The QMCA will only hold facilities for external parties to pay QMCA by credit card.

## **4. Awarding of Contracts**

All proposed contracts to be entered into with, or on behalf of, the QMCA must be approved by the Executive Committee.

## **5. Expenditure on Travel and Accommodation**

Expenditure on travel and accommodation must be approved by the Executive Committee.

## **6. Expenditure on Entertainment and Hospitality**

Expenditure on entertainment and hospitality must be approved by the Executive Committee.

## **7. Gifts**

Any gifts above \$150 in value received by members of the Executive committee in their capacity as QMCA Executive Committee members are to be declared and recorded on a register maintained by the Secretary or their nominee.

## **8. Financial Complaints**

All financial complaints are to be addressed and managed by the Executive Committee in accordance with the Constitution/Rules.