



SOUTHERN UNITED HOCKEY CLUB INC

Finance Policy and Procedure Manual

Finance Policy and Procedure Manual

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Introduction

The Southern United Hockey Club Financial Policy and Procedure Manual provides the policies and procedures for finance transactions within the Club which must be followed by the Committee of Management and members of the Club dealing in financial matters. It also provides guidelines Southern United Hockey Club will use to administer these policies, with the correct procedure to follow.

Southern United Hockey Club will keep all financial policies current and relevant. From time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures.

Any suggestions, recommendations or feedback on the policies and procedures in this manual are welcome.

These policies and procedures apply to all volunteers, members and customers.

General

The Treasurer is responsible for ensuring adherence to these policies and procedures.

The Club is a not for profit, tax free entity that is registered for GST.

The Club has elected to report GST on a cash basis and financial records in MYOB are recorded on an accrual basis. Business Activity Statements are lodged quarterly.

Under the Incorporated Associations Reform Act, the Club financial records and Annual Financial Report to members are required to be reviewed by a qualified auditor in accordance with auditing standards for such reviews.

The Club's financial year end is December 31.

The Treasurer maintains all financial records of the Club using MYOB and the Retail Shop Manager and Canteen Supervisor maintain MYOB Retail Manager for the shop and canteen respectively. These applications are not integrated. The Treasurer is responsible for ensuring that the MYOB master file is updated and is fit for purpose for the Club.

Philosophically, the Club strives for long term financial sustainability by ensuring the Club makes sufficient annual operating surpluses to meet solvency requirements, meet sinking fund and ground replacement obligations and to grow financial reserves to allow it to take advantage of future strategic opportunities as they arise.

The Club's finances are considered, budgeted for and reported on in the following areas:

- On Field Results (Junior, Men, Women and Masters sections)
- Retail Operations (Retail shop and canteen)
- Administrative (general income and expenses).

The Club entered into a ground lease with the City of Kingston in July 2016 which imposes obligations on the Club including, inter alia, maintaining a jointly controlled sinking fund account to which both parties contribute on an annual basis which is to be solely for the purpose of replacing the synthetic surface at Farm Road, Moorabbin.

The Club extended its commitment under a management agreement in 2014 with the Dendy Street Management Committee for the use of the Brighton Secondary College hockey ground. Under this agreement extension, the Club contributed \$20,000 which is being amortized over the term of the agreement on a straight line basis. The Club maintains a voluntary sinking fund to provide for a further extension of the agreement in 2021 with annual contributions of \$3000 being made to the sinking fund reserve.

Key Financial Dates

December 31	Financial Year end
28 April, July, October and January	Lodgement of Business Activity Statement
June annually	Invoice KCC for its contribution to the Sinking Fund
January annually	Budget template to Section Heads for draft budgets
February annually	Final Budget approved by Committee of Management with membership fee submission for approval
5 th April, July, October and January	Stock reconciliations for Retail Shop
15 th July and 15 th January	Final Stock takes for Retail Shop and Canteen
January 15 annually	Submit draft financial accounts, P & L worksheet, Depreciation Schedule, Investment reconciliation, stock counts, bank reconciliations, Management Representation Letter, Statement of Internal Controls and supporting documentation to auditor for review.
February annually	Submit draft annual accounts to Committee of Management for consideration
March annually	Submit reviewed annual accounts to Committee of Management for approval
April annually	Annual General Meeting
April annually	Lodge Annual Statement and Annual Accounts with Victorian Department of Consumer Affairs

Finance Authorisation Policy

Policy Number: 01/2016

Policy Date: June, 2016

Purpose of the Policy

All finance transactions as noted in this policy are to be authorised by the noted authorised person prior to the transaction being undertaken.

This policy is to be read in conjunction with other specific finance policies where relevant.

Procedures

Prior to any of the following finance transactions being undertaken, the authorising person noted must authorise the transaction.

Where additional policy is noted, this policy must also be adhered to when undertaking the finance transaction.

Finance Transaction	Authorised Person	Additional Policy
Bank Accounts	Any two of the President, Secretary and Treasurer	01A/2016
Issuing Petty Cash	Treasurer	01B/2016
Authorising New Suppliers	Retail and Commercial Sub Committee	01C/2016
Purchasing Inventory	Manager – Retail Shop Canteen Manager	01D/2016
Purchasing Assets/ Equipment	Section Heads – non capitalized Committee of Management - Capitalized	01D/2016
Inventory Control	Retail shop Manager Canteen Supervisor	01E/2016
Debt Collection	Section Heads/Section Treasurers – membership Ground Manager – Ground Hire	01F/2016
Debt write off	Treasurer - members Committee of Management - other	01F/2016
Creation of Invoices	Treasurer	N/A
Processing of member registrations	Treasurer	N/A

Finance Transaction	Authorised Person	Additional Policy
Management and maintenance of MYOB	Treasurer	N/A
Insurance policies	Treasurer	N/A

Bank Account Policy

Policy Number: 01A/2016

Policy Date: June 2016

Purpose of the Policy

This policy sets out the requirements for use of bank accounts, including opening, closing authorisation, variations to terms and conditions, reconciliation of bank accounts and bank account transactions.

Procedures

Opening Bank Accounts

Any new bank accounts to be opened for the Club must be approved by the Committee of Management and managed by the Treasurer. The Treasurer has the responsibility for managing the total bank relationship.

For each new bank account opened, MYOB must be updated by the Treasurer. The Club uses MYOB Accountrightlive as its master file thereby providing the Club with a cloud based application with online user access. The Treasurer manages user access privileges both at an administrator level (in accordance with bank authorities) and on a read only basis.

Bank Account Authorisations

For monies withdrawn from any bank account, whether by cheque, EFT or other online payment method (NAB Connect), there must be two persons authorising for each payment as follows:

Name of Account	Bank Account Number	Authorized Persons
Main Transactional Account		Any two of: President, Secretary or Treasurer
Junior Umpiring Account		Any two of President, Secretary, Treasurer, Head of Junior Section, Junior Section Treasurer
Dendy Street Sinking Fund		Any two of President, Secretary or Treasurer
Car Raffle Account		Any two of President, Secretary or Treasurer
Ground Replacement Fund		Any one of President, Secretary or Treasurer plus the City of Kingston nominee

Each payment made must be supported by invoice, receipt or other appropriate documentation prior to payment.

Variations to Bank Account Terms and Conditions

Any variations to banking arrangements can be made or varied by the Treasurer under advice to the Committee of Management.

The Treasurer is responsible for updating MYOB with the new information.

Closing Bank Accounts

Where it is decided that a bank account is no longer necessary, the Treasurer will authorise the closure of the bank account.

The Treasurer will then be required to complete the following:

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge with the bank a letter, signed by authorised signatories advising of the closure of the account;
- meet the bank's requirements with respect to account closure; and
- update MYOB.

Bank Account Transactions

All deposits received must be banked within 14 days from receipt.

Unallocated direct deposits of more than one month will be investigated fully to determine source of deposit. Where the source cannot be identified, the deposit will be allocated to donations.

Cheques outstanding for more than 12 months will be reallocated back to the Club through MYOB

Where a payment stop on a cheque is required, this will be authorised by the Treasurer.

The Treasurer will be responsible for carrying out the following duties in regards to payment stop on a cheque:

- ensuring the cheque has not already been presented at the bank;
- getting authorisation to action the stop payment using appropriate forms from the bank;
- ensuring the bank receives notification of the stop payment notice;
- receiving confirmation of action from the bank of the stop payment; and
- ensuring the details of the stop payment are kept in the stop payment folder.

All bank accounts must be reconciled by the Treasurer at least 6 monthly and preferably monthly. The use of *Bank Feeds* in MYOB greatly simplifies the reconciliation process and should be used. Bank statements are generally received electronically and reconciliation reports only need to be printed at year end to support audit or review requirements.

From time to time the Treasurer may transfer funds from the transaction account to term deposit in the same name to improve the yield via NAB Connect.

The Club prefers all payments made from bank accounts to be made by EFT and authorized persons are issued with mobile or physical tokens provided by the Bank for this purpose.

Where credit card payments are approved by the Committee of Management, any applicable surcharge is to be passed onto members and customers.

Bank Register reports are provided to the Committee of Management monthly to ratify all payments.

Petty Cash Policy

Policy Number: 01B/2016

Policy Date: June 2016

Purpose of the Policy

Petty cash should be used to pay for small Club expenses up to \$100 where payments through accounts payable or credit card are not justified or appropriate

Procedures

Issuing Petty Cash

Petty cash vouchers must be completed before any cash is taken from the petty cash float.

Only up to \$100 can be disbursed at any one time.

The petty cash float and all petty cash vouchers issued must be approved by the Treasurer

Once the petty cash is spent, a receipt or invoice should be attached to the voucher and returned to petty cash with any balance of monies unspent

All completed vouchers must have the following details included:

- Issue date of voucher;
- Name of person issued the voucher;
- Amount of monies disbursed;
- Details of expense;
- Invoice or receipt; and
- Signature of approval person,

Reconciling Petty Cash

Petty cash float is to be reconciled at least monthly. This is the responsibility of the Treasurer.

All petty cash expenditure must be entered into MYOB once the petty cash has been reconciled.

The balance of monies and vouchers must equal the petty cash float amount before reimbursement can be made.

Reimbursement of petty cash will be authorised by the Treasurer.

New Supplier Policy

Policy Number: 01C/2016

Policy Date: June 2016

Purpose of the Policy

All new suppliers to the Club must be reviewed and accepted in accordance with this policy to ensure that the supplier service is aligned with the Club objectives.

Procedures

Choosing a New Supplier

A new supplier must provide our Club with quality product, great service, competitive pricing, efficient delivery and value alignment with the Club's values and purpose.

For each new supplier the following information table must be completed prior to agreeing services

Supplier Selection Background Information

Name of Supplier: _____

Location of Supplier: _____

Products/Services provided by supplier: _____
(Attach a list if necessary)

Name of Supplier owner/ sales representative: _____

How many years has the supplier been trading?: _____

What is the supplier's ABN?

Supplier Selection Review Checklist

For each new supplier being considered the following checklist must be completed

Is the supplier pricing competitive? Attach list to this checklist: _____

What are the payment terms for this supplier? _____

What is the return policy for this supplier?: _____

Does the supplier provide warranties, guarantees etc.? : _____

Are the supplier's representatives knowledgeable of the products/ services and of hockey?: _

Is there an alternative to this supplier, has the alternative supplier been considered?: _____

What are the delivery services of the supplier?: _____

Has a credit check been undertaken for the supplier? (attach to this checklist) : _____

Has the supplier been reference checked? (attach this to this checklist): _____

Appointment of Supplier

The appointment of a new supplier will be authorised by the Retail and Commercial sub-Committee.

All relevant details of the supplier will be entered into MYOB by the Treasurer once approval is obtained from the Retail and Commercial Sub-committee.

The Treasurer will enter supply details into MYOB and verify the bank account or other payment details of the supplier to ensure payments made are to the correct supplier

Supplier Payment Terms

All purchases from suppliers must be supported by a purchase order – refer to the [Purchasing](#) and [Inventory control](#) policy

Payment terms for all suppliers must be reviewed by the Treasurer at least once a year. Following this review each supplier must be approached to seek improved payment terms by the Manager, Retail shop or Canteen Supervisor.

All supplier payment terms must be a minimum of 14 days. Any variation to the above must be authorised by the Retail and Commercial Sub-committee.

Additional Policies for Suppliers

Purchasing Policy (01D/2016)

Inventory Control Policy (01E/2016)

Purchasing Policy

Policy Number: 01D/2016

Policy Date: June 2016

Purpose of the Policy

This policy provides guidelines for the purchase of goods and equipment and other assets for the Club.

This policy is applicable for all purchases over \$100.

Where items to be purchased are less than \$100, then the petty cash policy is to be used.

Procedures

Request for Purchase

A request for purchase must address the following criteria:

- Purchasing that promotes environmental sustainability;
- Value for money; and
- Preference to Australian/locally produced.

All purchase orders must be authorised within the following guidelines:

Items Purchased	Persons Authorised	Second Authorisation
Retail Inventory	Manager, Retail Shop if within budget	Treasurer if outside budget
Canteen Inventory	Canteen manager if within budget	Treasurer if outside budget
Repairs and Maintenance (non-capitalized)	Ground Manager within approved budget	Treasurer if outside budget
Minor equipment - non-capitalized	Section heads within approved budget	Treasurer if outside budget
Assets - capitalized	Section Heads within approved budget	Committee of Management if outside budget)
Service agreements	Treasurer if within budget	Committee of Management if outside budget

Equipment Asset Purchases

All equipment and asset purchases must be entered in MYOB by the Treasurer in accordance with the capitalization policy with the following details included:

- Date of purchase;
- Supplier; and
- Make, model, warranty/guarantee information.

Assets acquired at value above \$5,000 must be capitalized.

Where requests for expense reimbursement are received by the Treasurer from a member of the Committee of Management, Retail Shop Manager, Canteen supervisor or Ground Manager, the Treasurer can approve such requests if within budget. Requests outside budget are to be approved by the Committee of Management.

The Depreciation schedule must be updated by the Treasurer when capitalized assets are acquired.

Service Agreements

All agreements for the provision of services to the Club in excess of \$1,000 are to abide by this policy.

Receipt of Purchases

All purchases received are to be checked against purchase order and noted as correctly supplied.

Once correct receipt has been recorded, this will be recorded on purchase order and forwarded to accounts payable for payment of purchase.

Additional Policies for Purchasing

Petty Cash Policy (01B/2016)

Inventory Control Policy (01E/2016)

Inventory Control Policy

Policy Number: 01E/2016

Policy Date: June 2016

Purpose of the Policy

This policy provides guidelines for monitoring and managing the amount of inventory within the Club to ensure that there are suitable levels of inventory available to members and customers at all times. This policy covers uniform and merchandise inventory held by retail shop including Club inventory on consignment. Canteen inventory is excluded from this policy

It is the Retail Shop Manager's responsibility to ensure that the inventory control policy is adhered to by all persons assisting in the shop.

Procedures

Purchase of Inventory

It is the Retail Shop Manager's responsibility to:

- 1) Identify core inventory and ensure that appropriate levels are held at all times
- 2) Monitor all inventory levels
- 3) Regularly review sales budgets and order necessary inventory in line with budgets
- 4) Negotiate with suppliers for best price, quality, delivery methods and returns policy
- 5) Order all inventory required
- 6) Maintain "preferred suppliers" list
- 7) Keep up to date with customer and market trends and seek out new product for recommendation to the Retail and Commercial Sub-Committee.

Purchase of all inventory must be authorised by Retail Shop Manager.

All inventory purchases must be requested by using a purchase order form and adhere to the purchasing policy.

Receiving Inventory

When inventory is received from the supplier, it is the Retail Shop Manager's responsibility to:

- Review delivered items to delivery docket, including quantity, quality and completeness of order

- Match delivery docket to purchase order
- Follow up and ensure correct inventory order will be received where there is under/over-supply, damaged goods etc.
- Store the inventory securely and in appropriate area
- Update inventory records in MYOB Retail Manager used in the shop.
- Advise the Treasurer who will update all inventory records in master MYOB file.

Managing Inventory

It is the Retail Shop Manager's responsibility to:

- Identify core inventory and ensure that appropriate levels are held at all times
- Monitor all inventory levels
- Understand each inventory item – which items are the fast and slow moving inventory
- Monitor re-order levels and ensure orders are placed in adequate time to reduce non-availability of core or necessary inventory items
- Ensure that all inventory items are priced appropriately to achieve gross margin objectives
- Ensure any price mark downs and/or discounting of inventory is approved by the Retail and Commercial Sub-committee.
- Ensure that all volunteers are aware of new product, price changes and procedures for accurate recording of all inventory movements
- Ensure that there are adequate controls (physical and administrative) in place to minimise theft and/or waste of all inventory items
- Meet with the Treasurer at the end of each month to reconcile inventory levels between MYOB Retail Manager and the Club's MYOB master file inventory records.
- Organise and oversee physical inventory take twice a year and match records of inventory take to administrative and financial records

Additional Policies for Inventory Control Policy

Purchasing Policy (01D/2016)

New Supplier Policy (01C/2016)

Debt Collection Policy

Policy Number: 01F/2016

Policy Date: June 2016

Purpose of the Policy

This policy provides guidelines for the collection of late payments from members and other customers.

Procedures

An aging debtor report is to be produced every month by the Treasurer for presentation to the Committee of Management. All overdue payments are to be noted and the following procedures undertaken until recovery of outstanding amounts.

a) Members

- **First Contact:** Member debtors are created as part of the member registration process. Members are sent an automated invoice at the time of registration via the Club's website. The Treasurer also emails an invoice to the member at the time members' registration details are updated in MYOB master file and an invoice is created in MYOB.
- **Overdue reminder:** While no due date is advised to the member, the Club's requirement is that any outstanding amounts must be paid before the commencement of the season. Section Treasurers have online access to aged debtor reports and member details and this forms the first line of defence against member debt write-offs.

The Treasurer will send out statements to members owing money to the Club weekly after registration.
- **Final notice:** When a payment is overdue, the Section Treasurers either by phone or email will contact members and seek payment. It is the Club's policy that members with outstanding fees by round 6 of the season will be precluded from playing until the amount owing is repaid in full.
- **Write off debt:** Member payments that remain outstanding more than 180 days are to be written off as bad debts and no further sales are to be undertaken with that customer without approval from the Treasurer. Treasurers can approve the write-off of member fees. Members with outstanding debts will not be granted a clearance to another club until all amounts outstanding have been paid in full.

The Club has agreed to provide payment plans to members where financial hardship is claimed. The Section Treasurers are responsible for approving payment plans and for ensuring compliance with the plans.

It is Club's policy that payment plans commence in advance of the commencement of the season to ensure that full payment is received by round 6 of the season as per the above.

b) Other Customers

- **First Contact:** The Treasurer creates all invoices for other customers (such as ground hirers, the City of Kingston, consignees etc). The Treasurer will email these emails to customers as they are created and is responsible for collecting these debts. The Ground Manager is responsible for collecting ground hire debts at the request of the Treasurer.
- **Overdue reminder:** The Treasurer will send out statements to customers owing money regularly.
- **Final notice:** When a payment is overdue by 180 days or more, The Treasurer either by phone or email will contact customers and seek payment.
- **Write off debt:** Customer payments that remain outstanding more than 180 days are to be written off as bad debts and no further sales are to be undertaken with that customer without approval from the Treasurer. The Committee of Management must approve the write-off of customer debts.

Specific Accounting Procedures

The Treasurer is responsible for adhering to these specific procedures.

Membership

The Club has several membership categories consistent with the Club Constitution. These are:

- Playing members (Juniors, Men, Women, Masters)
- General or ordinary (associate members)
- Gold members
- Life members (playing and non-playing)

Membership is valid for 12 months only and all players must be registered each year, usually from February onwards following the setting of fees as part of the budgetary process.

Playing members must also register with Hockey Victoria annually. This payment also covers the cost of player personal insurance.

Registration

Members register annually via the website using an online registration process which gives members (or those wishing to join, a menu of options regarding their membership.

At the end of the process of filling in the online form, a pro forma invoice is sent as part of the confirmation of registration to the member. A copy of the email is also sent to the section head and to the Treasurer.

Processing the Registration in MYOB

Upon receipt of the email following a registration, the Treasurer must process the registration by updating/creating a card file and by creating an invoice.

Each member has a card file containing his/her's unique identification number which is created during the registration process. For existing members, all card details should be checked however the unique number, address, mobile phone number, email address and identifiers are the most important as these impact other parts of the registration process. For new members, a new card is to be created ensuring all fields are completed. For completeness, the invoice type is an item invoice shown as Sales Item invoice 2 on the

drop down menu is to be used with delivery method being email. The payment type is to be "Other".

Once the Card is completed/updated, save the card a new sales invoice is to be created under Sales Command . The "Item" formatted sales invoice will automatically be templated if the correct sales invoice type is selected on the Card.

Once the template is produced, type in the surname, select the correct members name and the name and address will appear in the address box.

Tab down to the first line and place a "1" in the *Ship* box, tab across to *Item Number* and select the right item number from the drop-down menu.

Invoices are created by using *Annual Club Membership*, *Ground Replacement Fee* and *Winter Playing Fee* for the appropriate section in that order. Add on fees and discounts are captured under different item numbers and can be selected. For discounts, a "-1" must be used in the *Ship* box.

Once the required items have been selected and the total on the invoice agrees with what is on the email, the invoice is to be saved and a request to email box will appear. Press *Send* to remit the invoice.

The process for creating invoices for general (associate) members, gold members and life members is the same as above albeit simpler.

The registration process is now complete. Newly created invoices will be as open invoices in the Sales Register until payment is made in full. Debtor listing and debtor ageing reports can be produced using the Reports function.

Retail Shop Inventory Purchases

- Upon receipt of a purchase order or initial deposit invoice, use *New Purchase* under the Purchases Command in MYOB to create a Recipient Created Tax Invoice.
- Identify the correct item numbers under which to record the individual purchases or, upon instruction from the Retail Shop Manager, create new inventory items for new inventory stock. New items numbers are used where inventory item costs vary from existing similar inventory items. Once recorded, balance sheet stock levels and the inventory stock count are automatically updated. Freight or set up costs are expensed to the appropriate account under shop expenses. All item costs are recorded ex GST.
- Create a general journal entry to update purchases and closing stock as follows:

Dr	Uniform (or merchandise) purchases		N-T (GST)
Cr	Closing stock Uniform (or merchandise)		N-T (GST)
- Run reports to check reconciliation of all related accounts:

- Inventory Reconciliation Report
- Balance Sheet (Inventory level)
- Profit and Loss (Inventory purchases and Closing Stock)

Retail Shop Inventory Sales

- Upon receipt of sales documentation from the Retail Shop Manager (sales report, EFTPOS settlement slip, cash, EFTPOS sales receipts), Click on *Receive Money* under the Banking Command in MYOB. Individual entries will need to be created for EFT, credit card and cash transactions.
- For EFTPOS transactions settled with the bank via the shop's EFTPOS machine:
 - Under *Bank Feeds* click on *New* then *Receive Money* and record sales to Uniform Sales and Merchandise Sales accounts with the GST included.
- For Cash transactions, follow the above procedure however ensure that the Undeposited Funds account is selected for crediting the funds
- Print off receipts under *Print Receipts* tab and staple records together.
- For all sales, go to Inventory Command, select *Adjust Inventory* and record item sales as per the sales report. Each sale reduces the amount of inventory held and the number sold will be reflected as a negative adjustment. Reconcile number of items sold with sales report. For each item sale, select Closing Inventory Uniform (or merchandise) as the account to be adjusted.
- Run reports to check reconciliation of all related accounts:
 - Inventory Reconciliation Report
 - Balance Sheet (Inventory level)
 - Profit and Loss (Inventory purchases and Closing Stock)

Other Sales Receipts

- For other receipts related to sales invoices, click on Sales Command and go to *Receive Payments*.
- Search for customer and record date, payment method and record details.
- For EFT receipts via *Bank feeds*, click on *New* then *Receive Payment* and follow same procedure as above.

Processing Payments via NAB Connect

- Log into NAB Connect using User ID and one-time password (mobile token)

- Review account summary (listing)
- Click on Transaction Account
- Go to black bar and click on *Payments* then click on *Create a Payment* from the drop down menu.
- Under Type of Payment, click on BPay (only used for Telstra, ATO, Internode) or domestic.
- For Domestic payments, Click on Value Date and enter payment date (48 hours in advance at least)
- Go to *From Account* and select *Transactional Account*.
- Go to *Description* and enter payee details
- Go to *Transaction List* and click on *Add Transaction*.
- Select *Beneficiary* from list and enter invoice details in the reference section.
- Enter the amount including cents.
- Select *Add and Next* if making multiple payments to the same payee.
- Select same payee again and repeat as above.
- For payments to different payees, select *Add and Close*.
- Click on *Submit*.
- Click on black *Payments* button again and select *Payment Register*
- Select payments for authorization and click on *Authorize*
- Enter one-time password and select *Submit*.
- Log out
- Advise other authorizer that payments are ready for authorization.

ATTACHMENT 1

SUHC Hockey Shop Procedures

The switch to turn on the computer is on the right hand side of the screen.

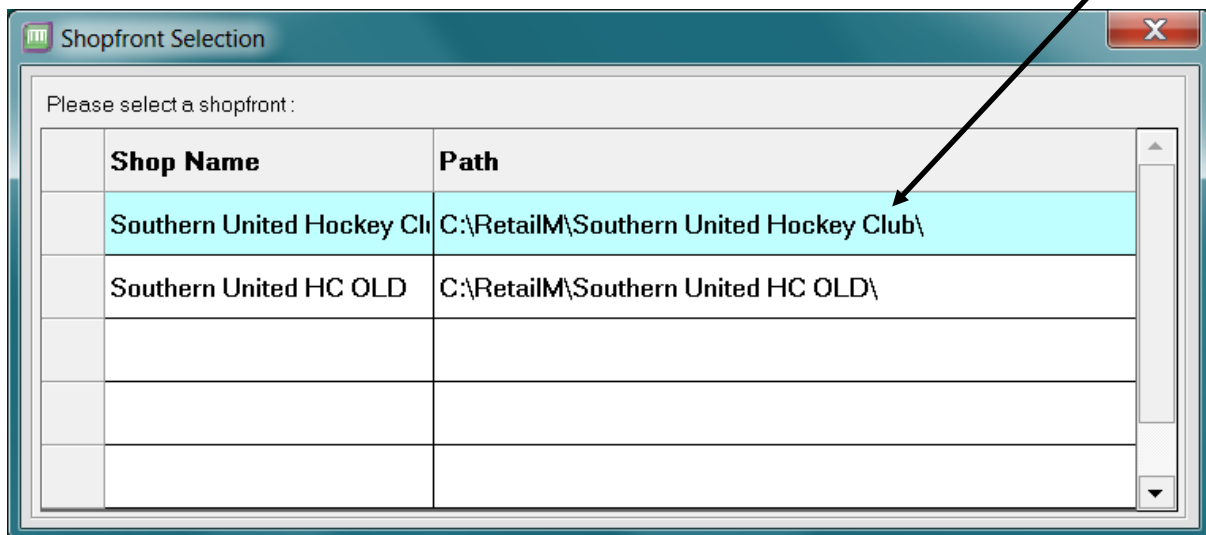
Logon screen use **southern** as password.

Click on the MYOB Retail Manager icon  at the bottom of the screen

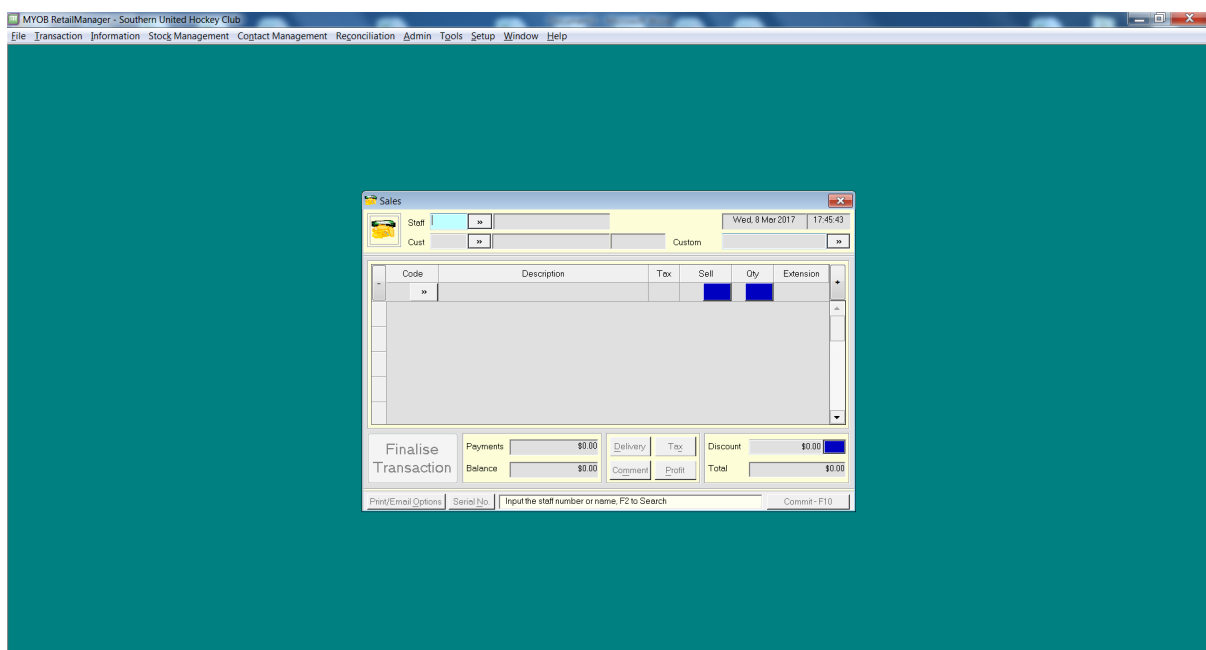


You will be prompted by the User Account Control to confirm if you want to allow RetailManager.exe to make changes. Answer **YES**

You will see the screen below. Select the TOP option highlighted in BLUE



The system will default to the SALES screen as shown below.



To make a sale you need to:

1. Enter the STAFF Member Number making the Sale in the BLUE highlighted box and hit **ENTER** or **TAB**
 - Suzie Styles = 1
 - Alisia Simmons = 2
 - Sue Jones = 3
 - Charlotte Moltzer = 4
 - Other Volunteers = 5

- The cursor will move to the first line of the invoice and be expecting a bar code to be entered

The screenshot shows the 'Sales: Suzie Styles' window. At the top, there are fields for Staff (1), Customer (Suzie Styles), Date (Wed, 8 Mar 2017), and Time (18:08:47). Below these is a table with columns: Code, Description, Tax, Sell, Qty, and Extension. The first row of the table is highlighted with a blue box, and a cursor is positioned in the 'Code' column of this row. At the bottom of the window, there are buttons for 'Finalise Transaction', 'Payments', 'Balance', 'Delivery', 'Tax', 'Comment', 'Profit', 'Discount', and 'Total'. The 'Discount' and 'Total' fields are set to \$0.00. A footer bar contains 'Print/Email Options', 'Serial No.', a search prompt, and a 'Commit - F10' button.

(see the highlighted blue box)

- SCAN the BAR CODE** of the item being purchased then **hit ENTER or TAB TWICE**

The screenshot shows the 'Sales: Suzie Styles' window after the first item has been added. The table now contains one row: Code '229SC', Description 'Skort Black Ladies Size 8', Tax '(5.0) GST', Sell '45.00', Qty '1', and Extension '45.00'. The 'Sell' and 'Qty' columns are highlighted with blue boxes. The bottom section of the window remains the same, with 'Finalise Transaction' and other buttons. The footer bar now includes the prompt 'Input the selling price, or use the up/down arrow keys to select grade'.

The line item will move down and you can scan more items if required.

Sales: Suzie Styles

Staff 1 » Suzie Styles Wed, 8 Mar 2017 18:12:32

Cust » Custom »

Code	Description	Tax	Sell	Qty	Extension
229S08	Skort Black Ladies Size 8	GST	45.00	1	45.00

Finalise Transaction

Payments \$0.00 Balance \$45.00

Delivery Tax Discount \$0.00

Comment Profit Total \$45.00

Print/Email Options Serial No. Input the staff number or name, F2 to Search Commit - F10

If you make a mistake you can fix it in a couple of ways:

- Click on the left box next to the line item to make it move back to the selection grid to then change what is in error (Code, Sales Price, Quantity)

Sales: Suzie Styles

Staff 1 » Suzie Styles Wed, 8 Mar 2017 18:21:29

Cust » Custom »

Code	Description	Tax	Sell	Qty	Extension
29S08	Skort Black Ladies Size 8	(5, 0) GST	45.00	1	45.00

Finalise Transaction

Payments \$0.00 Balance \$0.00

Delivery Tax Discount \$0.00

Comment Profit Total \$0.00

Print/Email Options Serial No. Input the stock code or description, F2 to Search Commit - F10

- OR Click on the Red Cross at the Top Right or the sales transaction box to discard the data

Sales: Suzie Styles

Staff 1 » Suzie Styles Wed, 8 Mar 2017 18:12:32

Cust » Custom

Code	Description	Tax	Sell	Qty	Extension
229S08	Skort Black Ladies Size 8	GST	45.00	1	45.00

Finalise Transaction

Payments \$0.00 Balance \$45.00

Delivery Tax Discount \$0.00 Total \$45.00

Comment Profit

Print/Email Options Serial No. Input the staff number or name, F2 to Search Commit - F10

Answer **YES** if you use this option.

MYOB RetailManager Question

?

Discard current data?

Yes No

It will cancel the entire transaction for you to start again.

- If an item doesn't have a bar code** (Fees, Strikers Army, Consignment Stock – Roku or Hockey Equipe) you can search for it on the system and select it. Select the >> under the

CODE area and all items will appear

Sales: Suzie Styles

Staff: 1 » Suzie Styles Wed, 8 Mar 2017 18:12:32

Cust: » Custom »

Code	Description	Tax	Sell	Qty	Extension
-	»			1	
229S08	Skort Black Ladies Size 8	GST	45.00	1	45.00

Finalise Transaction

Payments: \$0.00 Balance: \$45.00

Delivery Tax Discount: \$0.00 Total: \$45.00

Comment Profit

Print/Email Options Serial No. Input the staff number or name, F2 to Search Commit - F10

The screen defaults to the Alpha Description of the item.

Search for Bar code...

*Description like = Search

☐ Use as default ☒ Auto-load stock ☐ Use predictive searching

Department: <All> Category 1: <All> Category 2: <All> Category 3:

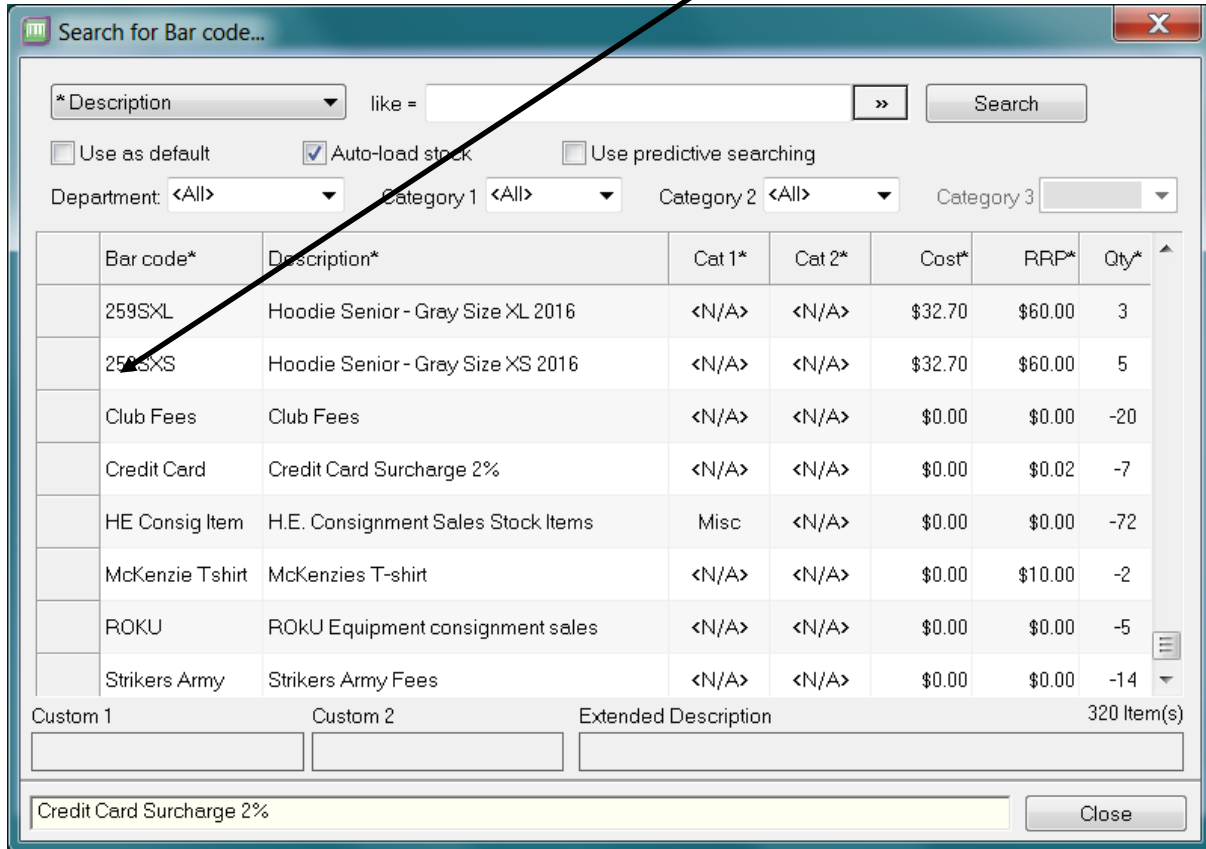
Bar code*	Description*	Cat 1*	Cat 2*	Cost*	RRP*	Qty*
217C	Atlas Jnr Devel Sticks - HE Consign	<N/A>	<N/A>	\$38.50	\$79.00	0
217	Atlas Jnr Development Sticks	<N/A>	<N/A>	\$38.50	\$79.00	0
201	Beanie SUHC - 2 stripes	<N/A>	<N/A>	\$9.32	\$20.00	10
201C	Beanie SUHC - 2 stripes - HE Consign	<N/A>	<N/A>	\$9.32	\$20.00	0
201A	Beanie SUHC - red stripe	<N/A>	<N/A>	\$9.32	\$20.00	7
201AC	Beanie SUHC - red stripe - HE Consign	<N/A>	<N/A>	\$9.32	\$20.00	0
220C	Black Shorts Men - HE Consign	<N/A>	<N/A>	\$17.59	\$45.00	0
220S08	Black Shorts Men - Size 08	<N/A>	<N/A>	\$17.59	\$45.00	4

Custom 1 Custom 2 Extended Description 319 Item(s)

217C Close

You can change this to be by Bar Code Number by clicking on the BAR CODE Box.

Fees, Strikers Army, ROKU, HE Consignment Sales etc would be at the bottom if it is sorted by Bar Code



The screenshot shows a software window titled "Search for Bar code...". It has a search bar with a dropdown menu set to "*Description" and a "Search" button. Below the search bar are checkboxes for "Use as default", "Auto-load stock" (checked), and "Use predictive searching". There are also dropdown menus for "Department" (set to "<All>"), "Category 1" (set to "<All>"), "Category 2" (set to "<All>"), and "Category 3".

Bar code*	Description*	Cat 1*	Cat 2*	Cost*	RRP*	Qty*
259SXL	Hoodie Senior - Gray Size XL 2016	<N/A>	<N/A>	\$32.70	\$60.00	3
259SXS	Hoodie Senior - Gray Size XS 2016	<N/A>	<N/A>	\$32.70	\$60.00	5
Club Fees	Club Fees	<N/A>	<N/A>	\$0.00	\$0.00	-20
Credit Card	Credit Card Surcharge 2%	<N/A>	<N/A>	\$0.00	\$0.02	-7
HE Consig Item	H.E. Consignment Sales Stock Items	Misc	<N/A>	\$0.00	\$0.00	-72
McKenzie Tshirt	McKenzies T-shirt	<N/A>	<N/A>	\$0.00	\$10.00	-2
ROKU	ROKU Equipment consignment sales	<N/A>	<N/A>	\$0.00	\$0.00	-5
Strikers Army	Strikers Army Fees	<N/A>	<N/A>	\$0.00	\$0.00	-14

Below the table are three input fields labeled "Custom 1", "Custom 2", and "Extended Description". At the bottom, there is a text box containing "Credit Card Surcharge 2%" and a "Close" button.

Select the item required and it will appear in the Sales transaction screen for you to finish processing the sale by entering dollar amount and quantity.

If you need to **INSERT COMMENTS** regarding the sale press the COMMENTS BUTTON and add the details. For Fees the name of the player. Consignment stock (Roku or Hockey Equipe) – the details of what was sold (sticks, shin pads, grips, gloves etc)

Sales: Suzie Styles

Staff 1 » Suzie Styles Fri, 24 Mar 2017 20:05:13

Cust » Custom »

Comments »

Finalise Transaction

Payments	\$0.00	Delivery	Tax	Discount	\$0.00
Balance	\$90.00	Comment	Profit	Total	\$90.00

Print/Email Options Serial No Select payment method and amount, or F3 for Comments Commit - F10

5. Once you have finished entering all items you need to finalise the transaction.

Select the Finalise Transaction Button

Sales: Suzie Styles

Staff 1 » Suzie Styles Wed, 8 Mar 2017 18:36:18

Cust » Custom

Code	Description	Tax	Sell	Qty	Extension
229S08	Skort Black Ladies Size 8	GST	45.00	1	45.00

Finalise Transaction

Payments \$0.00 Balance \$45.00

Delivery Tax Discount \$0.00

Comment Profit Total \$45.00

Print/Email Options Serial No. Input the stock code or description, F2 to Search Commit - F10

6. You will see a Payment Details Screen below.

You need to **select the method of payment being used.**

Cash, EFTPOS (Savings), Mastercard, Visa or INTRAClub if being charged to the club

Sales: Suzie Styles

Staff 1 » Suzie Styles Wed, 8 Mar 2017 18:37:50

Cust » Custom »

Payment details

Cash
EFTPOS
Cheque
Bank Card
Master Card
Visa

Add \$0.00 Clear

\$ 100 7 8 9
\$ 50 4 5 6
\$ 20 1 2 3
\$ 10 0 . -

Return to Transaction Rounding \$0.00 Balance \$45.00 Delivery Tax Discount \$0.00 Comment Profit Total \$45.00

Print/Email Options Serial No. Select payment method and amount, or F3 for Comments Commit - F10

Select the payment method – **it will highlight in blue and it will show the sales value of the invoice**

Sales: Sue Jones

Staff 3 » Sue Jones Tue, 14 Mar 2017 17:50:45

Cust » Custom »

Payment details

Cash
EFTPOS
Cheque
Bank Card
Master Card
Visa

Add \$15.00 Clear

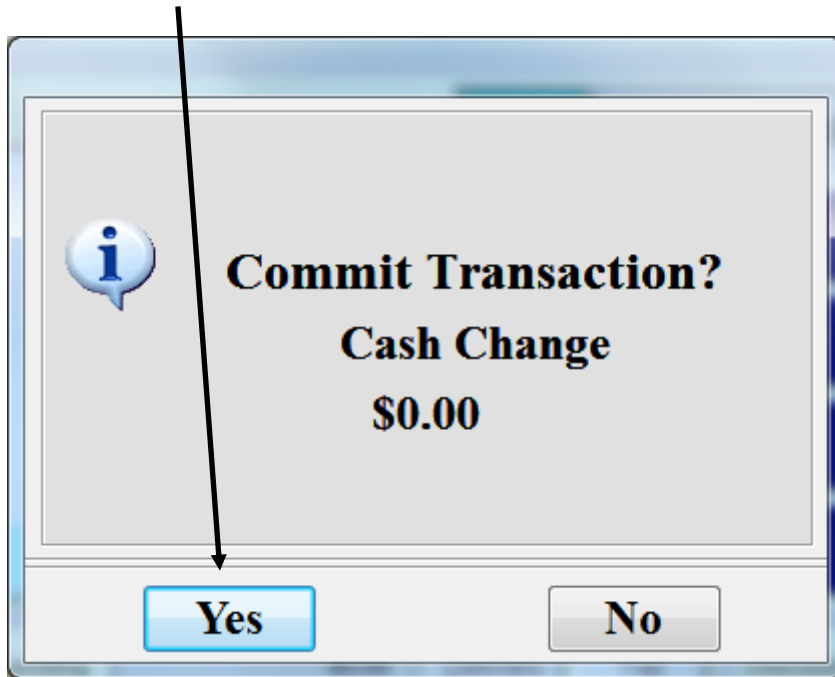
\$ 100 7 8 9
\$ 50 4 5 6
\$ 20 1 2 3
\$ 10 0 . -

Return to Transaction Rounding \$0.00 Balance \$15.00 Delivery Tax Discount \$0.00 Comment Profit Total \$15.00

Print/Email Options Serial No. Select payment method and amount, or F3 for Comments Commit - F10

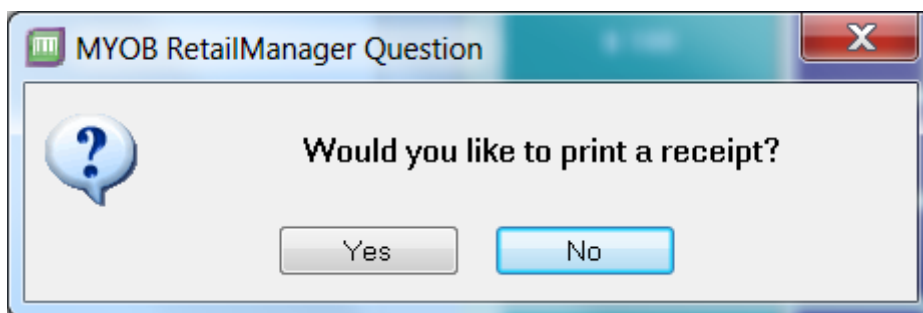
Hit the **ADD** button to commit the transaction.

Answer YES when prompted



It will ask if you want to print a receipt.

YES for FEES & CONSIGNMENT STOCK, otherwise no if not required by the customer



The hit **ENTER** to finish the transaction

Last Transaction - SA

Staff	3	Total	\$15.00
Docket	522	Paid	\$15.00

Cash Change

\$0.00

The system will default back to the sales screen.

MYOB RetailManager - Southern United Hockey Club

File Transaction Information Stock Management Contact Management Reconciliation Admin Tools Setup Window Help

Sales

Staff: [] Thu, 16 Mar 2017 21:06:55

Cust: [] Custom []

Code	Description	Tax	Sell	Qty	Extension

Finalise Transaction

Print/Email Options Serial No. Input the staff number or name, F2 to Search Commit - F10

Payments \$0.00

Balance \$0.00

Delivery Tax

Comment Profit

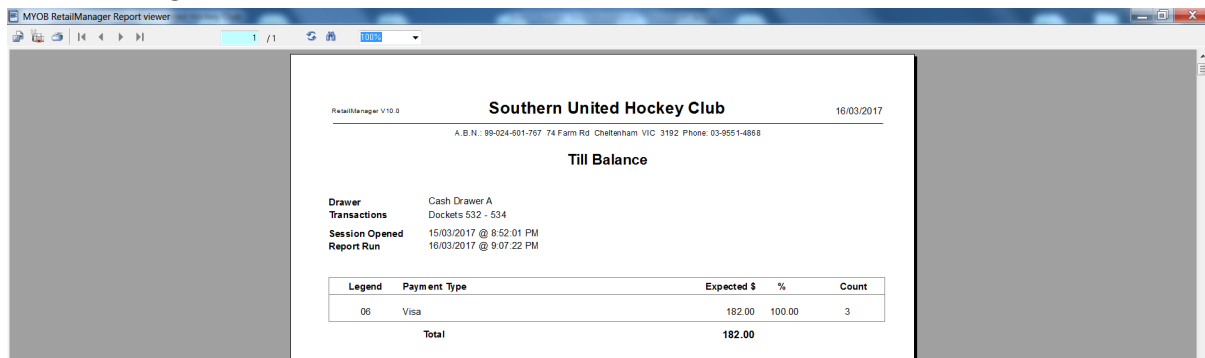
Discount \$0.00

Total \$0.00

CLOSING UP FOR THE DAY

you can close down the sales screen

1. Select the **RECONCILIATION OPTION**
2. Select **PRINT TILL BALANCE** to get the balances for cash & eft . You will see something like the screen below.



MYOB RetailManager Report viewer

RetailManager V10.0

Southern United Hockey Club 16/03/2017

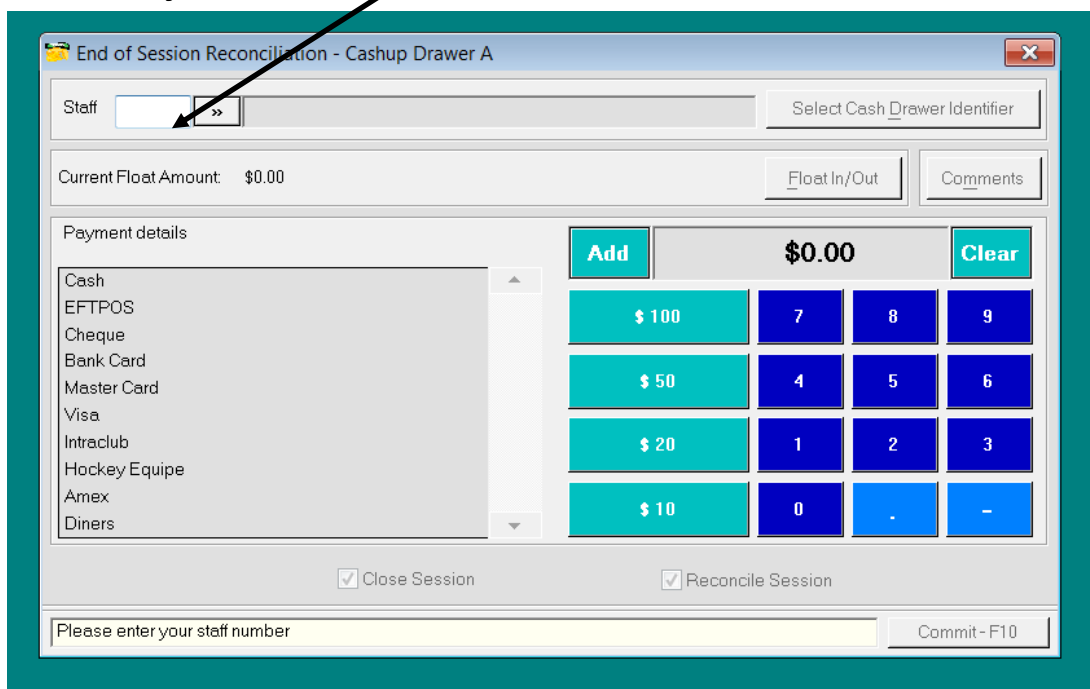
A.B.N.: 99-024-601-767 74 Farm Rd Cheltenham VIC 3192 Phone: 03-9551-4868

Till Balance

Drawer: Cash Drawer A
Transactions: Dockets 532 - 534
Session Opened: 15/03/2017 @ 8:52:01 PM
Report Run: 16/03/2017 @ 9:07:22 PM

Legend	Payment Type	Expected \$	%	Count
06	Visa	182.00	100.00	3
Total		182.00		

3. **Make a note of the various payment types and amounts for each**
4. **Close that screen**
5. Go back into the **RECONCILIATION OPTION** and select **CASH UP / END OF DAY** option
6. **Enter your STAFF Number hit ENTER**



End of Session Reconciliation - Cashup Drawer A

Staff: [] Select Cash Drawer Identifier

Current Float Amount: \$0.00 Float In/Out Comments

Payment details

	Add	\$0.00			Clear
Cash	\$ 100	7	8	9	
EFTPOS	\$ 50	4	5	6	
Cheque	\$ 20	1	2	3	
Bank Card	\$ 10	0	.	-	
Master Card					
Visa					
Intracub					
Hockey Equipe					
Amex					
Diners					

☒ Close Session ☒ Reconcile Session

Please enter your staff number Commit - F10

7. Select the payment type it will highlight in blue

End of Session Reconciliation - Cashup Drawer A

Staff 1 » Suzie Styles Select Cash Drawer Identifier

Current Float Amount: \$0.00 Float In/Out Comments

Payment details

Cash	Add	\$0.00	Clear	
EFTPOS	\$ 100	7	8	9
Cheque	\$ 50	4	5	6
Bank Card	\$ 20	1	2	3
Master Card	\$ 10	0	.	-
Visa				
Intracub				
Hockey Equipe				
Amex				
Diners				

☒ Close Session ☒ Reconcile Session

Press F3 to toggle comments Commit - F10

8. **ENTER THE DOLLAR AMOUNT** for that payment type and hit **ADD**

9. Continue to enter all payment types used for the day

End of Session Reconciliation - Cashup Drawer A

Staff 1 » Suzie Styles Select Cash Drawer Identifier

Current Float Amount: \$0.00 Float In/Out Comments

Payment details

Cash	Add	\$182.00	Clear	
EFTPOS	\$ 100	7	8	9
Cheque	\$ 50	4	5	6
Bank Card	\$ 20	1	2	3
Master Card	\$ 10	0	.	-
Visa				
Intracub				
Hockey Equipe				
Amex				
Diners				

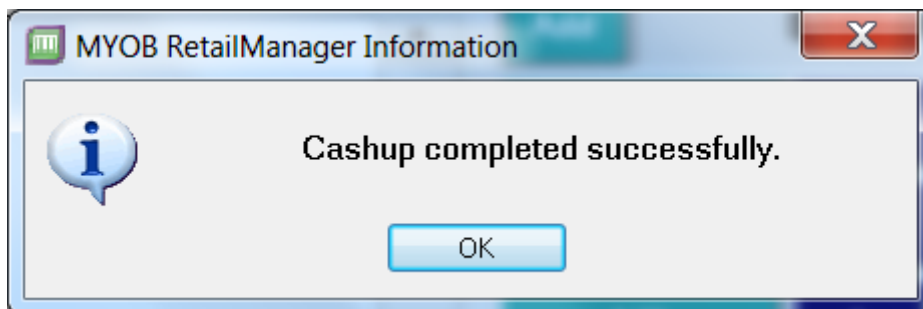
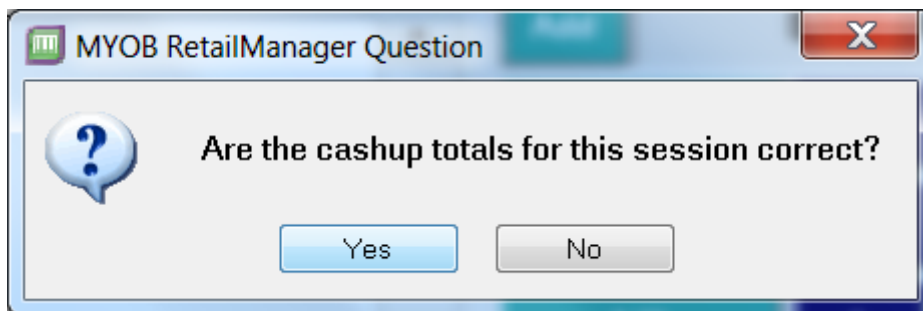
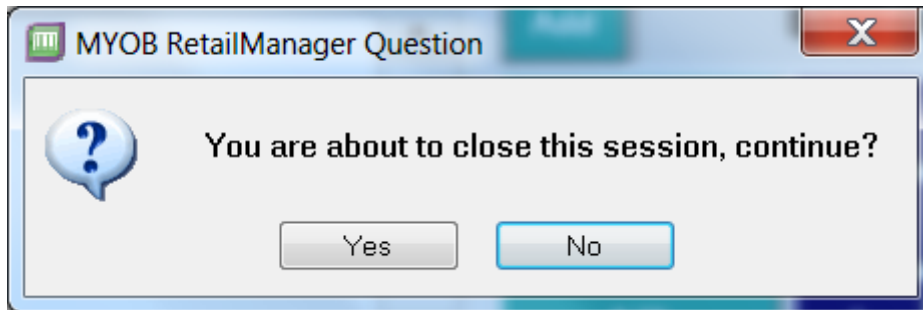
☒ Close Session ☒ Reconcile Session

Press F3 to toggle comments Commit - F10

10. When finished press **COMMIT – F10 Button**

Commit - F10

Then answer YES when prompted



11. Go back into the **RECONCILIATION OPTION** and **SELECT PRINT CASH UP REPORTS**

12. **Print the report (only 1 copy for Greg Willcock)**

Print Cashup Reports

Previous cashups

Drawer*	Staff*	Date*	Time	Ending*	Session No
A	SS (1)	09/03/2017	22:07	520	100
A	SS (1)	08/03/2017	21:04	515	99
A	SS (1)	07/03/2017	20:51	514	98
A	SS (1)	02/03/2017	21:35	511	97
A	SS (1)	28/02/2017	20:09	510	96
A	SS (1)	27/02/2017	19:45	508	95
A	SS (1)	26/02/2017	16:49	505	94
A	SS (1)	25/02/2017	17:09	491	93
A	SS (1)	23/02/2017	21:51	487	92
A	SS (1)	22/02/2017	21:04	485	91
A	SS (1)	21/02/2017	21:05	482	90
A	SS (1)	20/02/2017	19:45	479	89
A	SS (1)	18/02/2017	16:24	477	88
A	SS (1)	09/02/2017	21:47	466	87
A	SS (1)	04/02/2017	12:18	465	86

Print the following

☒ Cash Summary ☐ View

☐ Transaction Summary ☐

☐ Sales Summary ☐

☐ Detailed Transaction Summary ☐

Print Selected Reports - F10

Comments on Selected Cashup

Answer **YES** when prompted

MYOB RetailManager Question

?

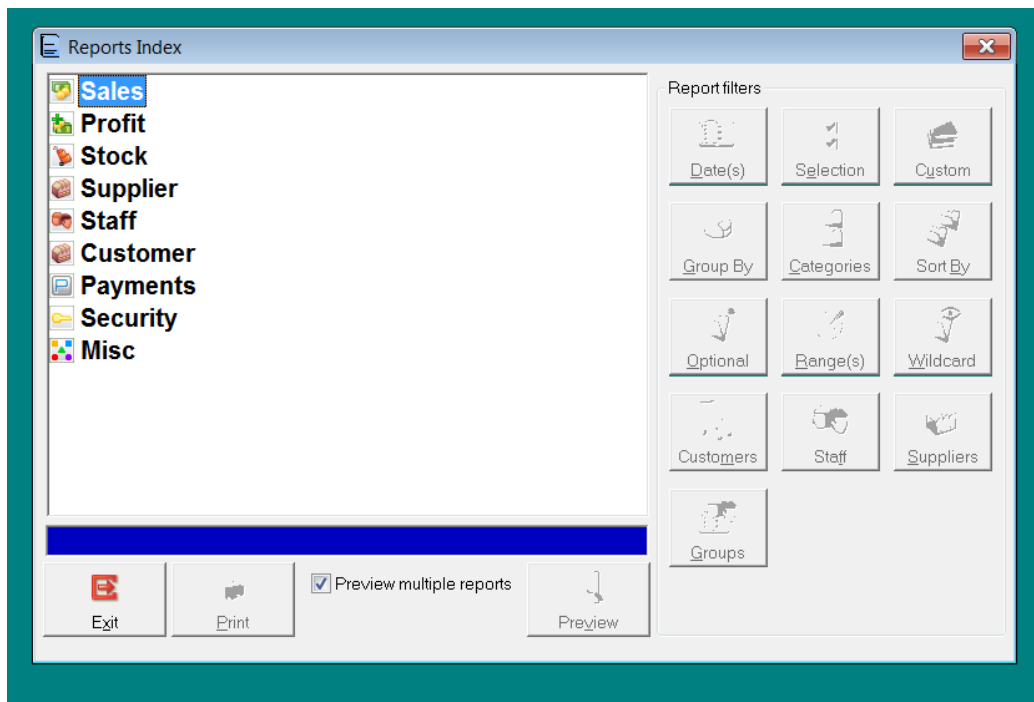
Print cashup for drawer A ?

**Session closed on 16/03/2017 at 21:11
(ending on docket 534)**

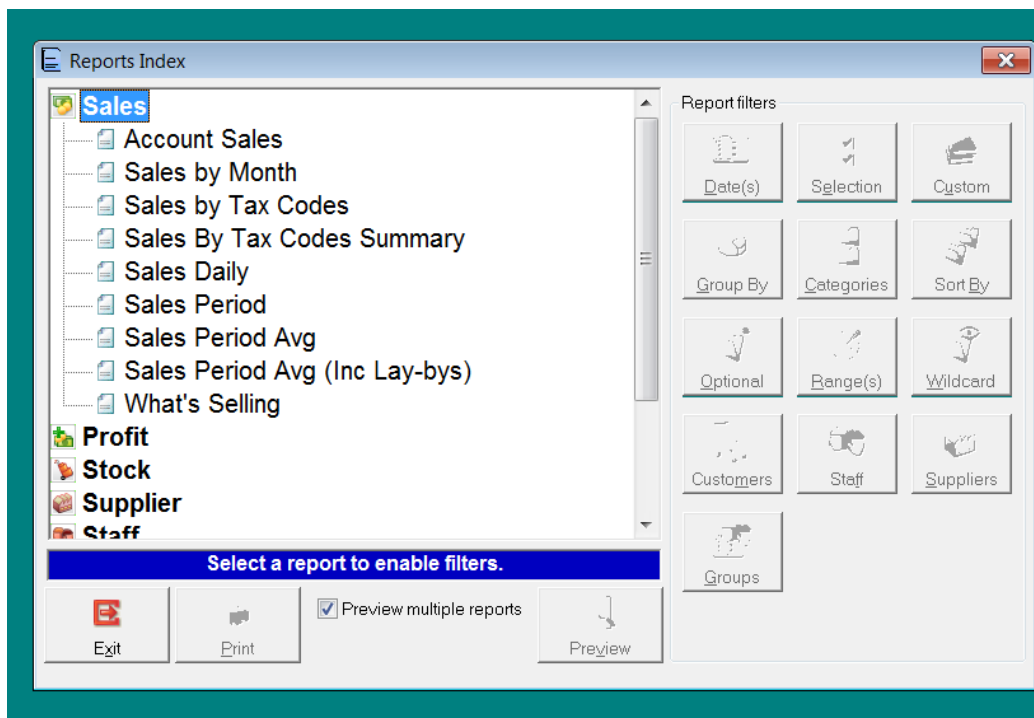
Yes No

REPORTING

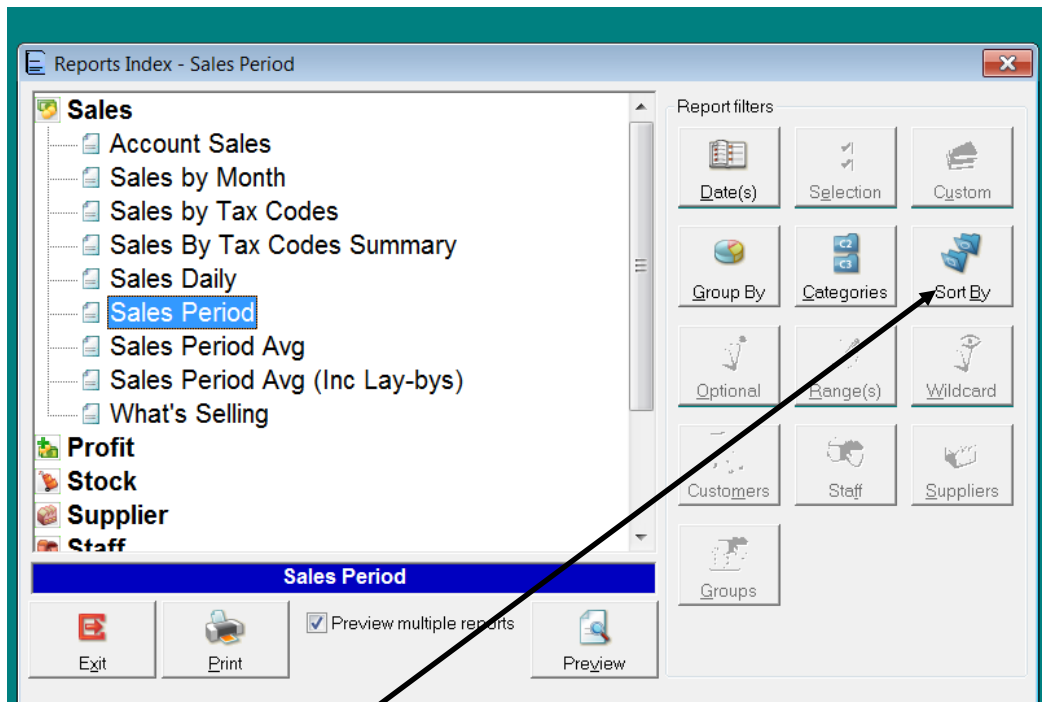
1. Select the **TOOLS OPTION** Select **REPORTING**.



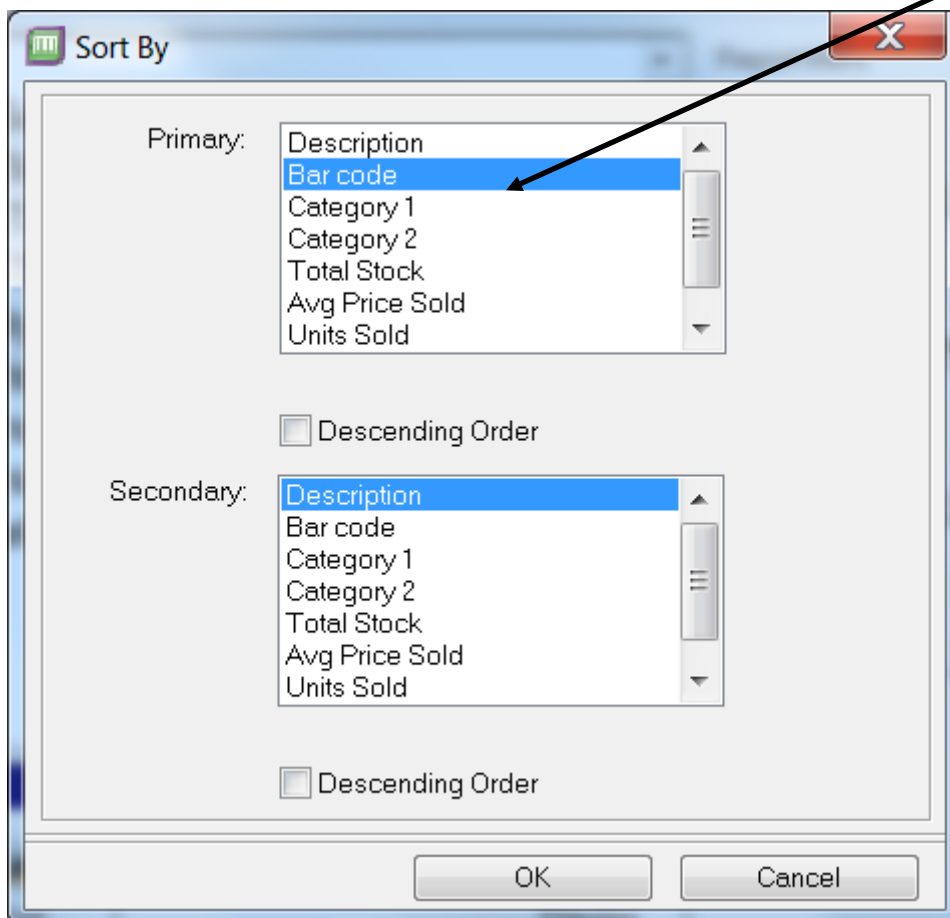
2. Select **SALES OPTION**



3. Select **SALES PERIOD**

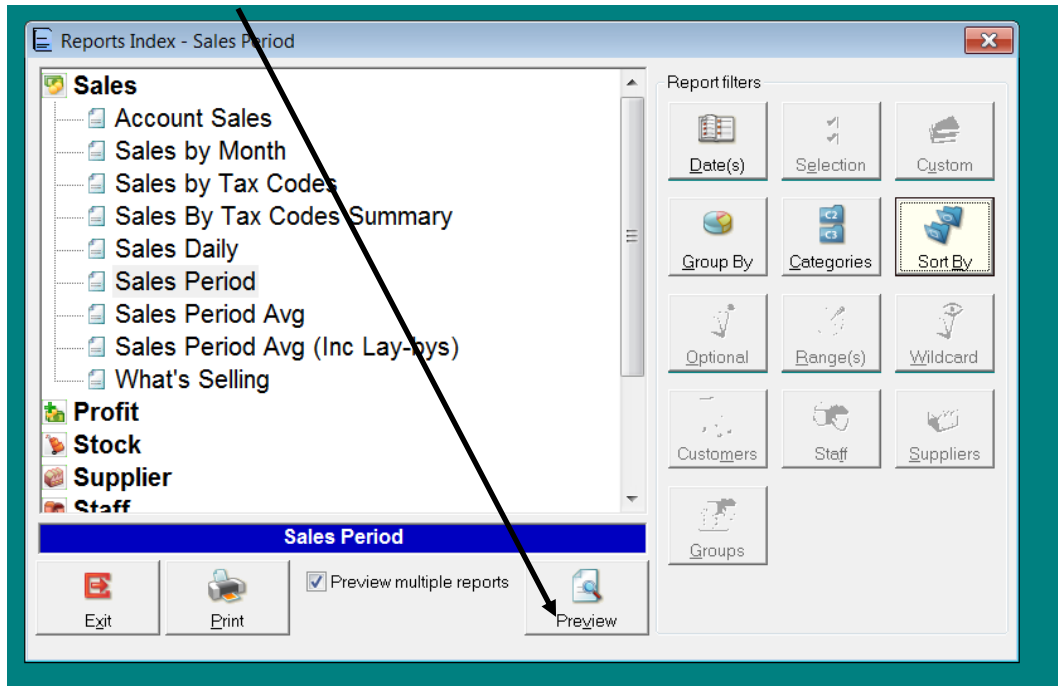


4. **SELECT SORT BY OPTION** and sort by **BAR CODE**



Press OK

5. Press PREVIEW



You will see a report similar to below.

Sales Period

RetailManager V10.0

Southern United Hockey Club 14/03/2017

A.B.N. : 99-024-601-762 74 Farm Rd. Cheltenham VIC 3192 Phone: 03-9551-4868

Sales Period

This reports on all transactions for the day (ie 24 hours from midnight) and includes all cash drawers. This may differ from your cashup totals.
Note: Any discounts applied to a debtor payment for an account sale are not included in Report Total.

Date Range: 14/03/2017 to 14/03/2017 (inclusive)
Department: <All>
Category 1: <All>
Category 2: <All>
Primary Sort: Bar code (ascending)
Secondary Sort: Description (ascending)
Grouped On: None

Bar code	Description	Category 1	Category 2	Disc%	(inc tax) Price \$	Qty Sold	(inc tax) Rev. \$
220S10	Black Shorts Men - Size 10	<N/A>	<N/A>	0.00	45.00	1	45.00
238S11-12	Playing Shirts Home Youth Size11-12 2015	<N/A>	<N/A>	0.00	59.00	1	59.00
250AH2-8	Socks Home Size 2-8 2016	<N/A>	<N/A>	0.00	15.00	1	15.00
250AH8-11	Socks Home Size 8-11 2016	<N/A>	<N/A>	0.00	15.00	1	15.00
250BH11-14	Socks Home Size 11-14 2017	<N/A>	<N/A>	0.00	15.00	1	15.00
250BH11-14	Socks Home Size 11-14 2017	<N/A>	<N/A>	0.00	15.00	1	15.00
						PS_Data.cat2 (String)	
Report Total						6	164.00

6. Print 2 copies

- Write the sock codes sold (250, 250A or 250B)
- Make sure any FEES paid has the players name identified (either on the printed receipt or on the sales report)

EFT Machine

Need to do a settlement at the end of the day to process all eft transaction.

1. On the eft machine press **MENU**
2. Select option **6 (Settlement)** & press **SELECT (in green)**
3. Select option **1 (Settlement)** & press **SELECT (in green)**
4. Press **YES** - Should print out a summary of eft totals.
5. **NO** to TX Listing

Sometimes the settlement may not give any data if it is after 9.00pm. Just make sure you have all the EFT receipts for all the sales processed.

COMPILING THE REPORTS

For Greg Willcock

1. 1 copy **SALES REPORT** which details all the bar codes sold
2. The **CASH UP REPORT** which shows the payment types used
3. Any **RECEIPTS PRINTED FOR FEES** (ensuring the players name is on the Receipt)
4. Any **RECEIPTS PRINTED FOR INTERCLUB** (ensuring details of charges are on the Receipt)
5. The **EFT RECEIPTS**
6. The **SETTLEMENT STRIP LIST** from the EFT machine

Staple all the above together and put in an envelope along with any cash taken for the day.

Write SHOP & the DATE on the envelope

Put the envelope in the safe in the kitchen

For Sue Styles

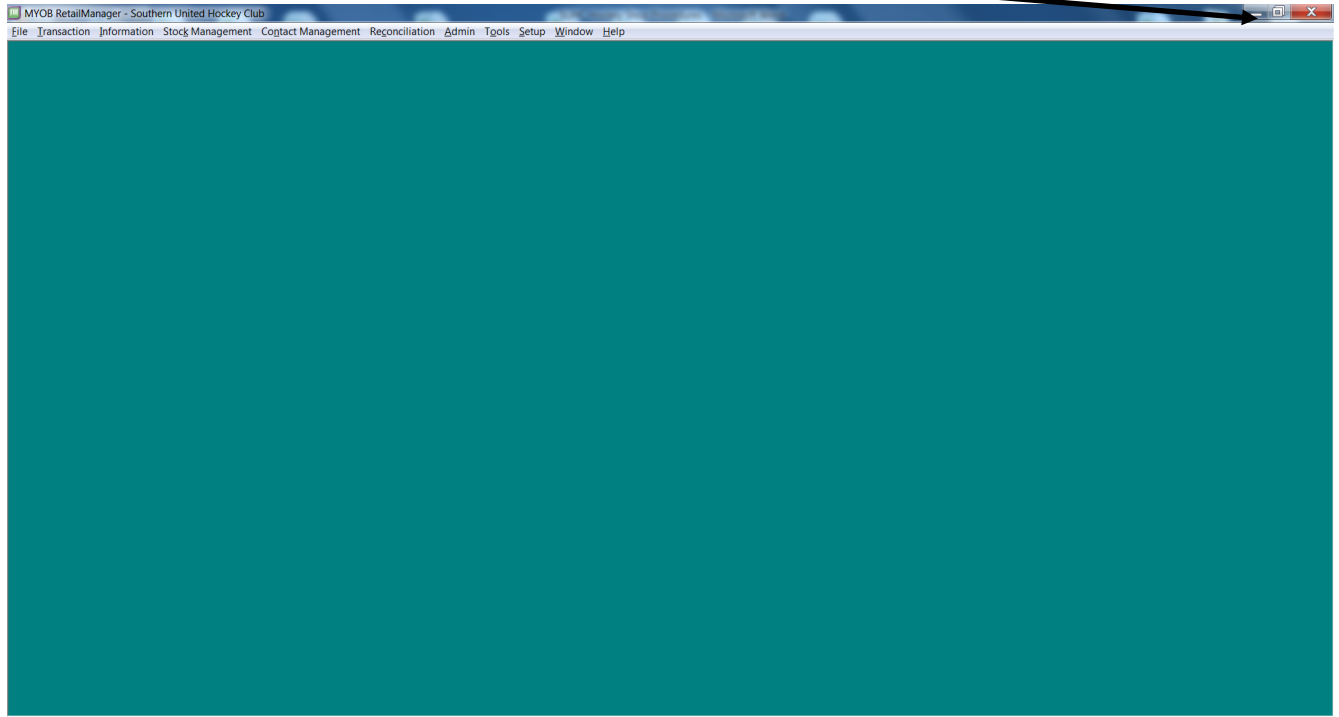
1. 1 copy **SALES REPORT** which details all the bar codes sold
2. Any **RECEIPTS PRINTED FOR ROKU OR HOCKEY EQUIPE** sales

Staple all the above together and put aside to give to Sue Styles (or give to Graham Styles)

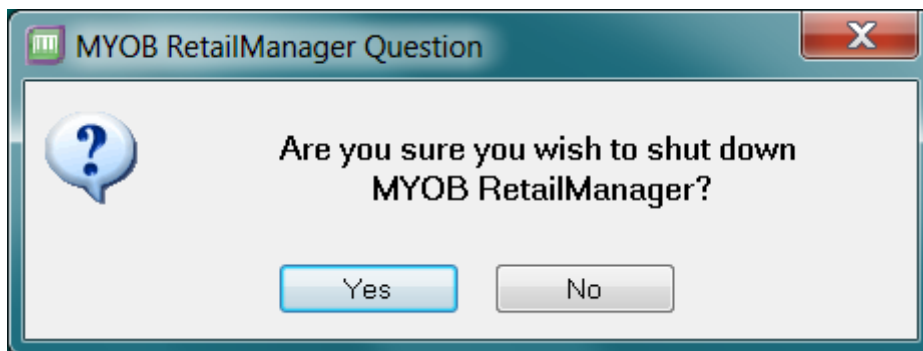
CLOSING DOWN THE SYSTEM

Once all reports have been printed you can close down the system.

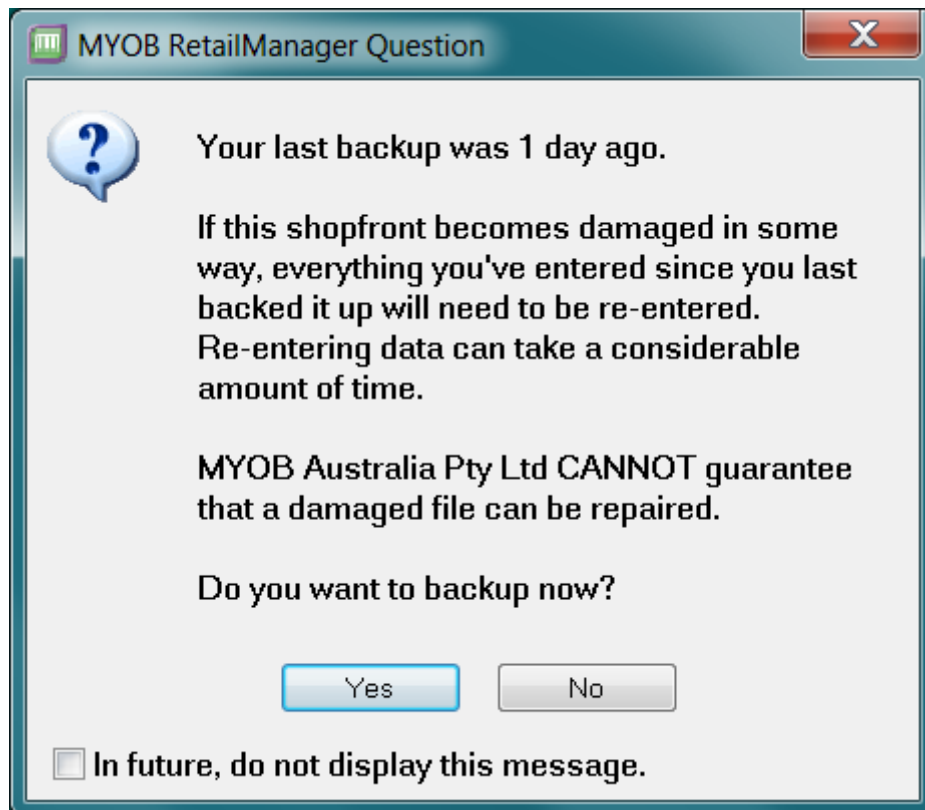
1. Hit the red cross at the top to exit



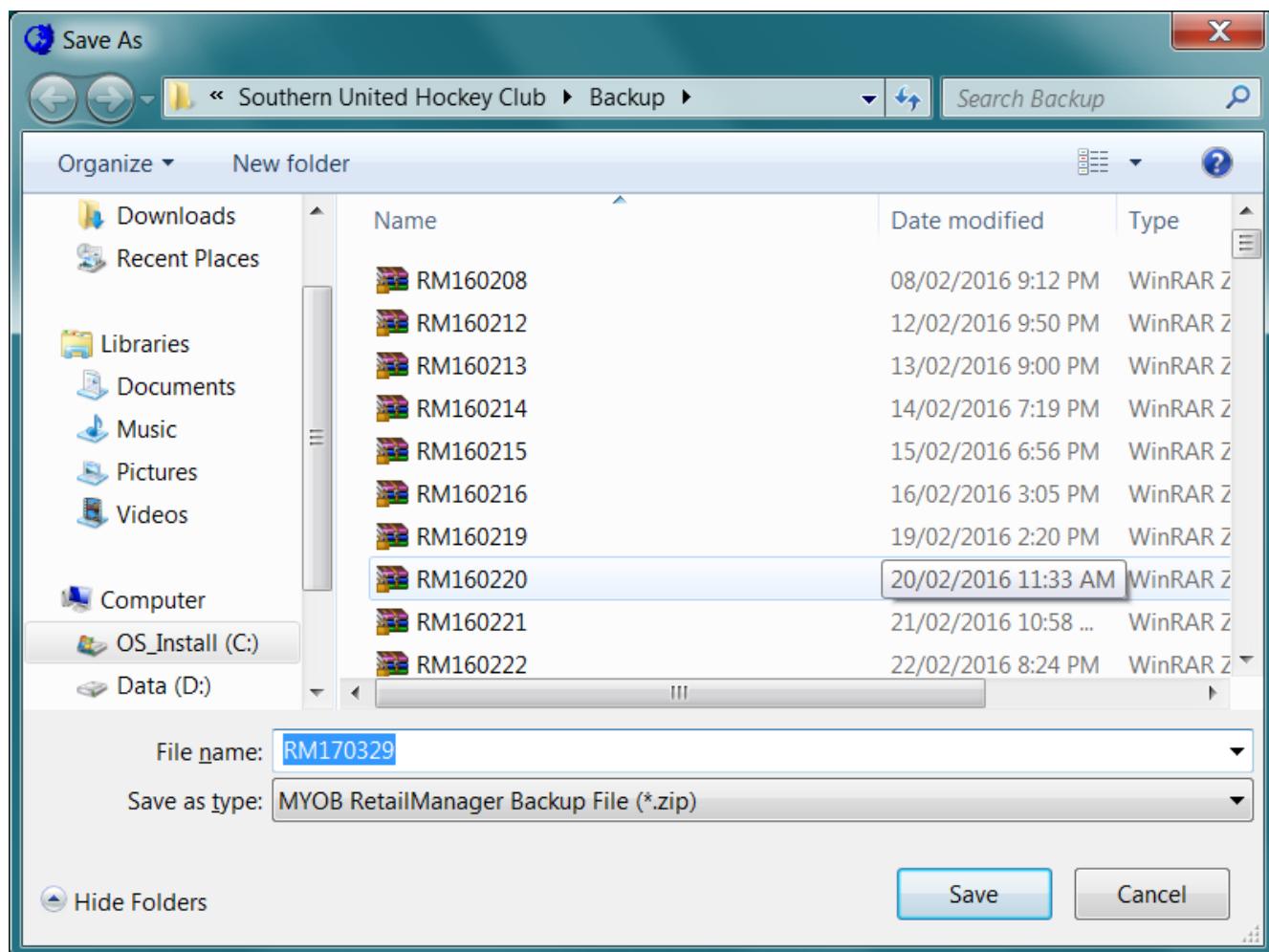
Answer **YES** when prompted



It will prompt you to back up the system – answer **YES**

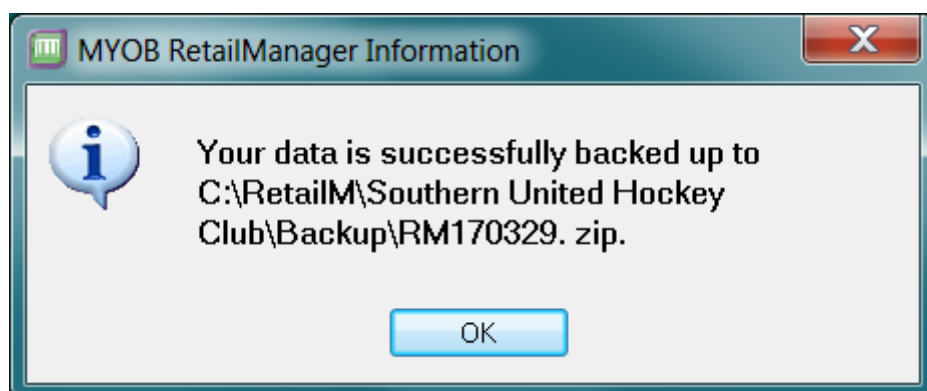


Hit **SAVE** when prompted



The system will save the file.

Hit **OK** when prompted



Close down any open spreadsheets for ROKU, Hockey Equipe or Long Sleeve Training top orders.

You can then close down the computer and turn the power off.

CONSIGNMENT STOCK RECORDING

When any ROKU or Hockey Equipe stock is sold we need to record what was sold and when.

1. Open the **ROKU CONSIGNMENT STOCK DETAILS FOR MATT** excel file on the desktop.

ROKU Consignment Stock Sales 2017		Sales April	RRP	RRP	date of sale	date of sale	date of sale	date of sale
				40% off sticks				
4	ROKU Sticks 95% Carbon (4 x 20mm, 4x22mm, 3x24mm)			\$192.00				
5	ROKU Sticks 95% Carbon (2x 20mm, 2x22mm, 1x24mm) gold			\$192.00				
6	ROKU Sticks 50% 6x20mm, 2x22mm, 2x24mm	1		\$84.00	02/04/2017			
7	ROKU Sticks 10% 5x20mm			\$60.00				
8	ROKU Sticks Junior (8x34,8x35)	2		\$36.00	01/04/2017	02/04/2017		
9	ROKU Shin Pads S (x5), M, (x5), L (x4)		\$30.00					
10	Grips various colours (25)		\$10.00					
11	Mouthguards S x 4, M x 4, L x 8		\$10.00					
12	Gloves - Blue Mx2, Lx2		\$30.00					
13	Gloves - Pink Sx1,Mx1, Lx1		\$30.00					
14	Gloves - green Sx1,Mx1, Lx1		\$30.00					
15	Gloves - Black Sx3,Mx4, Lx3	3	\$30.00		01/04/2017	02/04/2017	02/04/2017	
16	Fox 40 Whistles x8		\$10.00					
17								
18	Packages Junior 10% Stick, shin pads, mouth guard & glove		\$66.00					
19	Packages 50% Carbon Stick, shin pads, mouth guard & glove		\$90.00					
20	Packages 95% Carbon Stick, shin pads, mouth guard & glove		\$204.00					
21								

2. Open the **HOCKEY EQUIPE CONSIGNMENT STOCK 2017** excel file on the desktop

Hockey Equipe Consignment Stock		Stock Receiv	Sales April	Stock Balance	RRP	GST Incl	Excl GST	Sales April
		04/04/2016		30/04/2016				
4	Arctic Inners various colours				0	\$0.00	\$0.00	\$0.00
5	Grips various colours				0	\$0.00	\$0.00	\$0.00
6	Atlas Shin Pads International (White) - L, M, S				0	\$0.00	\$0.00	\$0.00
7	Stick Bags				0	\$0.00	\$0.00	\$0.00
8								
9								

It has all prices that should be charged for the equipment.

- 3. Enter quantity sold and the sales date in spreadsheet**
- 4. Use the prices on these spreadsheets when processing the sale in Retail Manager system**
- 5. Try to remember to use the comments section on what consignment stock was sold**
- 6. Print a receipt from Retail Manager each time consignment stock is sold so I have a record of it** (no need to give to Greg Willcock)
- 7. SAVE the spreadsheets if any changes are made**