



## ANMF Policy

### Budgetary Controls

#### 1. Preparation of the Annual Budget

The ANMF Federal Secretary is the principal officer of the Federation and oversees the expenditure and preparation of the ANMF annual budget.

The Federal Secretary, with the assistance of the Assistant Federal Secretary and Finance Officer, will ensure that an annual budget is prepared for each of the departments for approval after consultation with the relevant officers.

Final approval of the annual budget is by the ANMF Finance and Risk Management Committee and the ANMF Federal Council.

The ANMF federal office budget process should be completed by June 30 in the previous financial.

The steps involved diarized to ensure this is achievable.

Feb-March consult with branches, staff and external contractors

March-April consolidate draft budget and include proposed cash flow

April-May finalise a draft budget and update word document attachments May present to Finance and Risk Management Committee (FaRMAC) for initial endorsement

May present to federal executive on recommendation from FaRMAC

June circulate to federal council in writing for final endorsement and acceptance

#### 2. Expenditure

All General Expenditure Requirements

Expenditure associated with work must be consisted with the ANMF budget, ANMF Procurement Policy, the ANMF Credit Card Policy, and the Delegation of Duties Policy.

**Receipts must be provided for all expenditure.**

No expenditure, regardless of cost, can be made unless authorised by the Federal Secretary, with the exception of general office stationery, paper and printing supplies. Interim authorisation may be obtained by email or by telephone however for all purchases over \$500.00, the ANMF Procurement Policy shall apply.

#### 3. Documentation



Authorised requisition forms and quotes are to be attached to the invoice and kept with the ANMF Finance Officer.

All reimbursement requests for authorised expenditure must be accompanied by a receipt.

#### **4. Review, Approval and Revision**

This Policy and Procedure is to be reviewed every three years or earlier where changes are made to the process undertaken.

Approval of changes to this procedure must be authorised by the Federal Secretary.

Endorsed November 2012  
Re-endorsed August 2015