

Document Information and Revision History			
<b>Document Owner</b>		Community Connection Incorporated	
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<b>Review Frequency</b>		Every 3 years; or when triggered by an event or finding(s) that identify improvement and/or changes of legislation necessitate an amendment	
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January 2016	January 2019	Management Team	
May 2016	January 2019	Marie	Format Change

### 1. REFERENCES

#### National Standards for Disability Services (also compliant with HSQF)

**6. Service Management:** The service has effective and accountable service management and leadership to maximise outcomes for individuals.

### 2. COMMUNITY CONNECTION INCORPORATED'S POSITION

Community Connection Incorporated will ensure that the financial management and operations of the Association are transparent and comply with regulations 13 and 14 of the Disability Services Act 2006.

### 3. DELEGATIONS

The Board will delegate to the Manager, authority to expend funds on allocated budget items for each financial year as passed at the Board Meeting following each AGM.

The Board will further delegate to the Manager, authority to expend funds on non-budgeted items each financial year to an amount to be decided at the same Board Meeting.

The Manager will delegate to the Financial Coordinator authority to expend funds on allocated budget items.

### 4. INTERNAL CONTROLS

The Association will have internal controls to prevent misuse or misappropriation of funds, including accurate and up to date accounting and financial record keeping systems.