

ANZSOM Financial and Administrative Procedures

Revised October 2024

This document summarises procedures associated with the financial and administrative management of ANZSOM. It is provided as a resource for General Council members and State Branches Councils to inform them of their responsibilities. It also reflects the organisation's financial risk management strategy. It should be read in conjunction with the [Rules of the Australian & New Zealand Society of Occupational Medicine](#) and the Governance Manual (2024).

ANZSOM is incorporated in Victoria and registered as an Australian Registrable Body under ASIC.

The Secretariat maintains further detailed procedures for internal management.

Financial transactions are managed through MYOB. ANZSOM holds an online licence which enables access for the Secretariat as well as approved ANZSOM representatives.

1. Membership

1.1 Subscriptions

The Federal Secretariat is responsible for managing membership subscriptions.

- 1.1.1 Membership subscription notices are distributed by the Federal Secretariat annually for the subscription period 1st April to 31st March. Notices are distributed in February before the subscription period ends.
- 1.1.2 Subscription rates are reviewed annually by General Council (refer website).
- 1.1.3 A pro-rata rate applies for members applying to join after the 1 October of the subscription year. The pro-rata rate is 50% of the annual rate.
- 1.1.4 The preferred payment method is Credit Card (Visa, Mastercard) via eWAY.
- 1.1.5 Members may pay 2 or 3 years in advance. An automatic payment method was trialed in 2017 but not taken up. Similarly, a monthly payment scheme was not well adopted and has not continued.
- 1.1.6 Once payment is processed, it is recorded in the central MYOB file, which identifies the member's Branch.
- 1.1.7 Members are emailed an automatic payment confirmation / tax invoice via the website if payments are made online. Receipts are generated via MYOB for other mechanisms of payment or at a member's request.
- 1.1.8 Email or emarketing reminders are generally sent 1 month and 3 months after original subscription notices are sent. The website CRM enables more targeted reminders.
- 1.1.9 Subscriptions not paid by 30 June (or other date at the discretion of General Council) are considered "lapsed" and membership rights and benefits including access to the member-only section of the website and discount attendance at meetings are withdrawn. In 2019, the GC agreed that members not financial by 30th June would not be eligible for the member ASM discount for that year.

- 1.1.10 A report of paid members is sent to all States at various times including on request from State branches.
- 1.1.11 In 2011, the General Council determined that there would be no distribution of subscription income to State Branches and that the funds would be directed to initiatives that benefit all members, including the online CPD service, website, etc. State Branches may make applications to the federal body for funding for specific activities.
- 1.1.12 Membership subscription income is reported at General Council meetings and at the AGM (refer item 8.4 of Reporting overleaf).

1.2 Membership database

- 1.2.1 The Secretariat is responsible for managing the membership database including complying with privacy requirements and data security obligations.
- 1.2.2 The database is located online, associated with the ANZSOM website, and is password protected.
- 1.2.3 Members are encouraged to update their details on the ANZSOM website.
- 1.2.4 The Secretariat also updates contact details as information is received.
- 1.2.5 Branch Councils may request copies of their member database.

1.3 Membership application

The membership application process is managed by the Secretariat and involves liaison with relevant Branch Councils for approval.

- 1.3.1 Applications for membership are generally made online via the website. The application form and a copy of the applicants Curriculum Vitae are submitted via the website.
- 1.3.2 Applications are sent to the State Branches for approval. A nominator and seconder are required by the State Branch (via email) in accordance with the Society Rules.
- 1.3.3 Once the application has been approved by the State Branch, the Secretariat informs the applicant and requests payment via online payment portal, which provides a Tax Receipt.
- 1.3.4 A pro-rata rate (50% of annual subscription fee) applies to all member applications after the 1 October of each year (refer 1.1.3 subscriptions for rates).
- 1.3.5 Once payment is made, the Federal Secretariat sends a membership information pack including a welcome letter and membership certificate.
- 1.3.6 The KPI for processing the application to this point is 2 weeks.
- 1.3.7 The transaction is entered into the accounting system and identified by State.
- 1.3.8 New members are reported to General Council quarterly.
- 1.3.9 Branches are encouraged to make personal contact with new members.

2. Federal financial procedures

The Federal Secretariat is responsible for overseeing the financial management of the organisation and liaising with the Federal Treasurer and General Council. The accountants are co-located at the Secretariat office and are responsible for bookkeeping and general accounting, compiling monthly reports and the Annual Financial Report, as well as submitting BAS and tax returns. A separate accounting firm is contracted to conduct the annual audit. The accountants also provide annual financial (cash flow) statements to the State Branches. The financials are managed through MYOB software, which operates on-line.

- 2.1 The Federal body holds accounts at the ANZ bank, including a transaction account, and a Term Deposit. Secretariat Manager, Fiona Landgren has the login rights to the online account through which all payments to suppliers are made (no cheque payments are made). As required by the ANZ bank, only one person is authorized to make online transactions, however all transactions are approved by the Treasurer and reconciled independently by the accountant (see below).
- 2.2 The Federal Secretariat gains approval of the Federal Treasurer prior to payment of invoices from external parties. Templates have been developed for this purpose and are submitted on a monthly basis.
- 2.3 For all new suppliers, the banking details are verified via phone. Service arrangements are quoted or documented in service agreements, and invoices are checked against the quote before payments are made.
- 2.4 BASs are submitted by the accountants on a quarterly basis. These are signed off by the Secretariat Manager, Fiona Landgren and paperwork included in the monthly reports to the Treasurer.
- 2.5 An application to the ATO in 2012 by the accountants has resulted in a judgement that we are not required to pay income tax. From 23/24 financial year, an annual self-assessment confirming we continue to meet the tax-exempt requirements must be submitted to the ATO. [Reporting requirements to self-assess income tax exemption | Australian Taxation Office \(ato.gov.au\)](https://www.ato.gov.au/Reporting-requirements-to-self-assess-income-tax-exemption/)
- 2.6 The Federal Secretariat provides quarterly budget reports to the Executive and General Council (refer item 8.1 of Reporting below).
- 2.7 The Secretariat and accountant produce the organisation's annual financial report. The report is presented at the AGM (refer item 8.2 of Reporting below).
- 2.8 An independent audit is conducted annually through a separate accounting firm and is presented as part of the annual report at the AGM.
- 2.9 The audited annual financial report is provided to Consumer Affairs as part of the annual reporting requirements (refer 8.8 of Reporting below). Additional financial reporting to ASIC is not required (Registrable Australian Body).

3. State financial procedures

- 3.1 All Branches hold separate bank accounts, with the Branch Treasurers being signatories to those accounts (refer Appendix 2).
- 3.2 Financial transactions of ANZSOM are centralised for tax purposes. All expenditure is reconciled as per above.
- 3.3 The State Branches are required to report financial activities to the Federal Secretariat. The Federal Secretariat has read-only access to the State Branch operational bank accounts; however, in order to compile full financial reports, the Secretariat also requires copies of all Tax Invoices associated with payments and income. These should be forwarded to the Secretariat.
- 3.4 Most State Branches manage their meetings via TryBooking which is linked to their respective bank account. Operation of the TryBooking system is outlined in the Educational Meeting Manual. Payments made to the Branches via TryBooking are reconciled federally.
- 3.5 The Secretariat provides a brief annual financial report (based on cash flow) to each State Branch for presentation at their local AGM. A template for this reporting has been developed (Appendix 1).

4. Annual Scientific Meeting

- 4.1 The ASM is a whole organisation activity, with the assigned State Branch being responsible for the general running of the meeting. A separate ASM Organising Guide is provided to the Committee. The Organising Committee comprises representatives from the Executive and the branch running the previous ASM, to ensure appropriate oversight and continuity.
- 4.2 The ANZSOM Secretariat managed the conference from 2011 to 2022. Commencing in 2023, a Professional Conference Organiser (PCO) is contracted by ANZSOM to take on this role under the supervision of General Council, the Secretariat and the ASM Organising Committee.
- 4.2 The ASM Organising Committee is required to provide a budget to the Executive approximately 9 months before the meeting. Refer to the ASM Organising Guide for the template. The committee budgets for a significant profit (at least \$50K) as this is one of the main revenue-earning activities of the organisation.
- 4.3 The PCO agreement is made with the Federal body. That contract will generally cover other suppliers (venue etc). Payments to suppliers are made by the PCO on approval of the organising committee, Secretariat and in conjunction with the Treasurer.
- 4.4 In the case where the ASM results in a profit, there is no distribution to the organising state.

5. General Council Meeting - claims

- 5.1 General Council members are entitled to claim a return economy airfare and 1 night's accommodation (standard rate) associated with attendance at the face-to-face General Council Meeting held outside the ASM (generally in February each year).
- 5.2 Claims should be made using the prescribed form and include relevant tax receipts (Appendix 3).

6. Sponsorships

- 6.1 Sponsorship is mainly associated with the ASM and this is facilitated by the ASM Organising Committee and PCO with support of the Secretariat as required.
- 6.2 State Branches are also encouraged to seek sponsorship for their local meetings, webinars and activities. A template prospectus has been developed for this purpose. Invoices are raised for Branch sponsorship via the Secretariat.
- 6.3 In 2022, the GC agreed that all sponsorship funds from State branch webinars (offered and organized Nationally) be allocated to the Federal account to ensure the Secretariat has the resources to manage these webinars. Any sponsorship from State Branch meetings (face-to-face) is allocated to the State Branch.

7. Insurance policies

- 7.1 ANZSOM is required to maintain insurance policies for Professional Indemnity and Management and for Public Liability.
- 7.2 The Executive Committee is responsible for reviewing these policies on an annual basis.

8. Summary of reporting requirements

Various reporting is required which involves the Federal Secretariat, Federal Treasurer, State Treasurers, the ASM Organising Committee and the accountants.

- 8.1 The accountants provide a monthly financial report to the Treasurer including P&L, Balance sheet, bank account reconciliation, aged payables and receivables and BAS as applicable.
- 8.2 The Federal Secretariat provides quarterly budget reports to the Executive and General Council for the Federal Budget.
- 8.3 The Secretariat and accountants produce an audited annual financial report which is presented at the AGM.
- 8.4 The Secretariat provides a membership subscription report at the AGM (as per item 1.1.10 of Subscriptions above). A membership report is also provided to General Council quarterly.
- 8.5 An independent audit is conducted annually, arranged by the accountants through an independent accounting firm, and is included with the annual financial report and presented at the AGM.
- 8.6 The Branches are required to provide the Federal Secretariat with copies of Tax Invoices (as per item 3.2 of States' financials above).
- 8.7 The Secretariat provides annual financial statements to the State Branches for presentations at their AGMs (refer item 3.4).
- 8.8 The ASM Organising Committee is required to report regularly to the Executive and General Council regarding the budgeting and financial performance of the ASM (as per item 4.1 of Annual Scientific Meeting above).
- 8.9 The Secretariat is responsible for submitting an Annual Statement to Consumer Affairs within a month of the AGM being held. This includes a copy of the audited Annual Financial report.

Appendix 1 – Example of Branch Annual Financial Statement

Compiled by the ANZSOM Federal Secretariat on behalf of the
Victorian / Tasmanian Branch

ANZSOM Victorian / Tasmanian Branch

*PO Box 7032
RICHMOND VIC 3121*

Cash receipts and expenses

2023/2024 and 2022/23 (1 July - 30 June)

	<u>2023/24</u>	<u>2022/23</u>
Income		
Meeting income		
Bank interest		
Total Income		
Expense		
Meeting expenses		
Other expenses*		
Bank fees		
Total Expense		
Net profit (loss)		
* Includes venue, food, speaker gifts		
Cash in bank	30th June 2024	30th June 2023

Appendix 2 – ANZSOM bank accounts

Branch	Bank account	Signatory (updated Sept 2023)
Federal	Savings/Transaction Account ANZ 013423 354194404	Fiona Landgren
	Term deposit ANZ 9197 27782	Fiona Landgren
NSW/ACT	Savings/Transaction Account 012361 353871717	Tom Rosenthal
	Term deposit ANZ 9224 28214	Tom Rosenthal
QLD	Savings/Transaction Account Suncorp 484799 055328875	Tegan Kwon
SA/NT	Savings/Transaction Account ANZ 015228 352983207	Bill Panayiaris
	Term Deposit ANZ 9773 28894	Bill Panayiaris
VIC	Savings/Transaction Account ANZ 013423 354194332	Sandra Code
WA	Savings/Transaction Account ANZ 016267 340797394	Miguel Kabilio



**Australian and New Zealand Society
of Occupational Medicine Inc. (ANZSOM)**

GENERAL COUNCIL CLAIM FORM

All members of the General Council are entitled to a reimbursement of costs associated with attending one face-to-face General Council Meeting each year (not including the one held at the ASM). Expenses that can be reimbursed include:

- One return economy airfare
- One night accommodation (standard rate)

Please complete the details below, attach a copy of invoices and send to:

ANZSOM Federal Secretariat
Email: secretariat@anzsom.org.au
Fax: (03) 9428 4872

Name: _____

ANZSOM General Council position: _____

Expenses to be claimed (tick as appropriate and record cost – attach a copy of invoices)

- ☐ One return economy airfare Cost: _____
- ☐ One night accommodation Cost: _____

Payments are made by direct transfer. Please provide your bank details below:

Bank: _____

BSB: _____

Account number: _____

Account name: _____

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