



EXPENSE PROCESSING POLICY/PROCEDURE

Policy

The policy is designed for ALAEA staff and Executive members to use for expenditure approval and processing. The procedures are contained in this document.

The rules of the ALAEA require three Officers of the Federal Executive to approve expenditure from the general accounts (Rule 37.1). The exception to this rule is the withdrawal of funds for regular and specific Electronic Funds Transfer payments as authorised from time to time by the Federal Executive.

Rule 37.2 provides that the Federal Executive may establish an account known as the Office Account and allocate to such account such funds as the Federal Executive may decide from time to time. No funds will be withdrawn from the Office Account for any purpose unless authorised by the Federal Secretary, Federal President or person nominated by the Federal Executive.

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Process Object

The object of this process is to facilitate the efficient and timely payments of expenses incurred by the Association. It ensures compliance with Rule 37 of the Association Rules whilst maintaining high standards of governance.

Definitions

| | |
|--|---|
| Accounts Administrative Assistant | Means any person assisting the Bookkeeper with the processing of the Association's financial transactions. This will usually be a member of the Membership staff or other person as authorised by the Federal Secretary from time to time |
| Accounts SharePoint | Means the electronic file access system utilised by the Association to manage and store Association financial matters |
| Approval Request | Means a request to the Officers of the Association to approve the payment of funds from the Association accounts |
| Authorisation Request | Means a request made to Commbiz Authoriser to electronically authorise payment using the Commbiz system |
| Bookkeeper | Means the person processing and administering the Association's financial accounts |
| Cheque Requisition Form | Means the form utilised to request a cheque be drawn from Association bank account |
| Commbiz | Means the electronic banking system utilised by the ALAEA to perform external funds transfers |
| Commbiz Authoriser | Means an Officer of the Association that has an electronic account authority to authorise |

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| | Commbiz transactions |
| EFT Form | Means the form utilised to request an electronic funds transfer for the payment of funds from an Association account |
| Expense Claim Form | Means the form used for Association Staff, Federal Executive members, Representatives or Association members to claim reimbursement for out of pocket expenses or wages incurred whilst carrying out authorised Association business |
| Executive SharePoint | Means the electronic file access system used by the Association to store and share files and information required by the ALAEA Federal Executive members |
| Chief Administrative Officer | Means the person employed by the Association to manage the Association's day to day operations. Unless otherwise specified this will be the ALAEA Federal Secretary or person acting in that position |
| Invoice | Means an itemised bill or account requesting payment for goods or services |
| ALAEA Legal Officer | Means a Lawyer or Solicitor Employed by the ALAEA |
| Manual Adjustment | Means a system adjustment to an Association Members Financial Account within the ALAEA Membership system |
| Manual Adjustment Form | Means the form used by the Membership Staff to request authorisation to financially adjust a member's account |
| Material Personal Interest | Means something a person has an interest in which would benefit him or her and which could influence their decision making |
| Membership Staff | Means the person or persons carrying out the processing and/or administration of the Association's membership system |
| Officer | In relation to the Federal Executive means a person elected to a position in accordance with Association Rule 21 (2) and used interchangeably with Senior Executive Member. Federal President, Senior Vice President, Vice President, Federal Secretary, Assistant Federal Secretary and Trustees. |
| Petty Cash | Means an amount of funds held in Cash in the Association office for incidental expenses occurred during normal business |

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| Receipt Bank | Means the electronic application for recording and storing receipts and invoices |
| Regular & Specific | In relation to electronic financial payments means an invoice from a supplier of goods or services to the Association that has been authorised by the Federal Executive as being a “regular and specific electronic funds payment” that meets the exception in rule 37.1 requiring three Officers approval |
| Rules | Means the Certified Constitution and Rules of the Australian Licenced Aircraft Engineers Association |
| Unison | The ALAEA Membership records system |
| Xero | Means the accounting system utilised by the Association for recording of financial transactions |
| Xero access point | An access point to the Xero accounting system where staff apply for leave |

1. APPLICATION

These procedures apply to ALAEA employees and Federal Executive members.

2. PROCEDURES

2.1 Electronic Approval and Payment of Invoices

Federal Executive motion 2010121206:

The Federal Executive approves the Trustees to establish a list of regular and specific expenses that shall be able to be processed by accounts electronically with one authorising signature as per rule 37 (1).

The list will be created in a table titled and dated ‘Regular and Specific Expenses Invoices’. The table will be approved by the Trustees and uploaded by an Accounts Administrative Assistant to the ALAEA Accounts SharePoint, Incoming Expenses and Invoices, Invoice List folder.

Access to the table will be provided to the Officers of the Association. An example of the Regular and Specific Expenses table appears at appendix I of this procedure.

The table will be reviewed as required by the ALAEA Trustees. Upon review, the table date will be updated to reflect currency.

2.1.1 Regular and Specific payments

An Accounts Administrative Assistant determines whether an incoming invoice is a regular and specific invoice. This is done by checking that the invoice is included in the Regular and Specific Expenses table.

If an invoice meets these requirements (not more in value or frequency), an Accounts Administrative Assistant will upload the invoice to the ALAEA Accounts SharePoint, Incoming Expenses and Invoices, Regular Invoices folder. The details of the Invoice will be entered into the 'Invoice Schedule' excel spreadsheet that resides in the same folder.

The invoice will also be scanned and uploaded into receipt bank for the Bookkeeper. This can be done by emailing to alaea.office@receiptbank.me a pdf copy of the invoice.

On a weekly basis, or as required, the unpaid invoices will be batched into a single PDF invoice document. This is so a reader can view all invoices as part of a batch together. An Accounts Administrative Assistant will forward the PDF invoice document to the Bookkeeper. It will be sent with a summary of the invoices forming the batch. An example of the Regular Approval Summary appears at appendix II of this procedure.

The Bookkeeper will enter the invoices from the PDF invoice document into Xero then prepare the payment process. This starts with the Bookkeeper entering all invoices in the batch into Commbiz and providing the first authorization.

The Bookkeeper will send an email request to the Commbiz authorisers including the PDF invoice document and Regular Approval Summary list. The email will be titled 'Authorisation Request for regular and specific payments'.

A second Commbiz authoriser is required to authorise the payments. This can be any of the approved Commbiz authorisers who are Officers of the ALAEA. That person will only authorise the payment after checking the amounts within Commbiz are the same as the amounts on the invoices and Regular Approval Summary list. Once approved they will email a reply all to the Bookkeeper and other Commbiz authorisers notifying that the process for the current batch has been completed.

2.1.2 Other invoices and expenses

When an invoice/expense claim that is not a 'regular and specific expense' is received, approval is required by three (3) Officers of the Association prior to processing the expense. An Officer of the Association that has a Material Personal Interest in an invoice or claim being processed must recuse themselves from the approval process for that claim or invoice.

An Accounts Administrative Assistant will upload Non-Regular Invoices to the ALAEA Accounts SharePoint, Incoming Expenses and Invoices, Non-Regular Invoices folder. The details of the Invoice will be entered into the 'Non Regular Invoice Schedule' Excel Spreadsheet that resides in the same folder.

On a weekly basis, or as required, the invoices will be batched into a single PDF invoice document and sent by email by an Accounts Administrative Assistant to the Officers of the Association. The email will be titled 'Non regular Invoices for approval (Date)' with a summary table of the expenses to be paid. An example of the Non-Regular Approval Summary appears at appendix III of this procedure.

The batched PDF will then be moved to the ALAEA Accounts SharePoint, Incoming Expenses and Invoices, Processed Accounts, Awaiting Approval folder. The single invoices/expense claims and data in the batched PDF will be deleted from the Non-Regular 'Invoice Schedule' to enable new incoming invoices and expenses to be segregated.

An Officer may have questions about a specific expense or invoice. The payment for the disputed expense must not proceed until it has been reviewed by an Accounts Administrative Assistant. The Accounts Administrative Assistant will review the disputed invoice/claim and seek clarification as appropriate and provide feedback to the Officers.

If the clarification isn't to the satisfaction of the Officer questioning the invoice/claim, the Accounts Administrative Assistant will refer the expense to the Federal Secretary for determination. The Federal Secretary may refer the claim to the Federal Executive for consideration and direction.

Officers will reply by email if they approve the payment of the invoices/claims. An Accounts Administrative Assistant will update the Non Regular Approval Summary to indicate an approval has been received and by whom. Each approval email from Officers will be saved as a PDF and kept in the 'Awaiting Approval' subfolder.

Once three (3) Officers have given approval, the Invoices and expense claims are PDF batched with the approval emails and the completed Non Regular Approval summary. An Accounts Administrative Assistant will forward the PDF document to the Bookkeeper. A summary of the batch will be included in the email body.

The Bookkeeper will enter the invoices and expense claims from the PDF invoice document into Xero then prepare the payment process. This starts with the Bookkeeper entering all invoices in the batch into Commbiz and providing the first authorization.

The Bookkeeper will send an email request to the Commbiz authorisers including the PDF invoice document and Non Regular Approval Summary. The email will be titled 'Authorisation Request for non-regular and specific payments'.

A second Commbiz authoriser is required to authorise the payments. This can be any of the approved Commbiz authorisers who are Officers of the ALAEA. That person will only authorise the payment after checking the amounts within Commbiz are the same as the amounts on the invoices/claims and Non Regular Approval Summary. Once approved they will email a reply all to the Bookkeeper and other Commbiz authorisers notifying that the process for the current batch has been completed.

Electronic banking details for the supplier may not be available. If so, the Accounts Administrative Assistant will draw a cheque from the General Account of the Association and request the Officers of the Association sign the cheque. Once three (3) signatures have been attained on the cheque, the invoice or expense is to be processed through Xero and the cheque mailed to the creditor. This process may be used for cheque requisition requests for membership refunds.

2.1.3 Petty Cash replenishment

The petty-cash float level maximum is \$350. The amount can be increased with express permission of the Federal Secretary as required. For example, before or during a meeting of the Federal Executive to cover catering. Of the \$350, two separate floats of \$20 each will be held by each Membership Officer for small purchases such as milk or coffee.

The Federal Secretary will nominate a person to be the Keyholder for the petty cash. This person has a key for the tin that holds the largest portion of the petty cash float. A spare key will be kept in the ALAEA safe. This key will only be used with the express permission of the Federal Secretary. The safe combination is held by the ALAEA Trustees and the Accountant. If there are issues with the safe, please contact Preddy's locksmith in Miranda.

A petty cash book will be kept with the petty cash tin. Each month the Keyholder along with a Membership Officer will balance the petty cash book to the receipts. Details of petty cash expenditure and the receipt from each expense are uploaded to

Receipt Bank for recording in Xero. The hard copies of each receipt are physically kept with the petty cash book.

A physical count of the float is performed to ensure the float is equal to the petty cash book. The petty cash book entries for the period are scanned and uploaded to the ALAEA Accounts SharePoint, Petty Cash folder and the Bookkeeper is notified to process in Xero.

When funds are required to be drawn to replenish the petty cash float the Keyholder completes a Cheque Requisition form and draws a Cheque from the Association 819 account made out to 'Cash'. The cheque must be signed by three Officers. Prior to signing the cheque, the Officers must review and sign the petty cash book.

Once the cheque is signed by three Officers, the requisition form is to be uploaded to the SharePoint (SR) petty cash subfolder by the Keyholder who will then notify the Bookkeeper to process the transaction in Xero.

The Cash Cheque is presented to the local Commonwealth Bank and the cash is returned to the petty cash tin via the Keyholder. The petty cash book is updated with the deposit details and new float amount.

Each updated page of the petty cash book is scanned and saved to ALAEA Accounts Sharepoint, Petty Cash folder. The document will be saved with year and date then titled 'petty cash from that date'. The link to that document is then emailed to the Bookkeeper for Xero processing.

2.1.4 Association Issued Credit Cards

The Association may issue a business expenditure credit card to Officers and permanent staff of the Association. The card holder is responsible for the card. It should be used only for Association purposes and accurate reporting must be made in a timely manner.

The Association currently utilises Commonwealth Bank Corporate MasterCards. The bank supplies a monthly statement. Shortly after the statement is issued, payment is automatically made via a direct debit process from the Association 819 account.

The withdrawal of the funds to service the Corporate MasterCard account has been included as a regular and specific payment under Rule 37(1). Any monies inadvertently spent for private use, or deemed not for Association business, will be reimbursed by the card holder by date that payment is due.

The bank will send the monthly Corporate Card bank statements to the Association. As soon as practical, an Accounts Administrative Assistant will then email the

statement associated with each card to that card holder. At the same time, a consolidated pdf of all current statements will be emailed to all Officers.

Each card holder will return a completed statement and supporting receipts within 2 weeks. The holder will write a brief explanation for each expense and sign to confirm total expenditure. The receipts for each expense will be submitted to office_admin@alaea.asn.au with the signed statement. The card holder will also upload the receipts to receipt bank.

An Accounts Administrative Assistant will then forward the signed statements and receipts to Association Officers. The Officers will then consider the expenses and approve in the same manner as other non-regular expenses in accordance with 2.1.2 of this procedure.

The completed Mastercard documents will be kept on the ALAEA Accounts SharePoint, MasterCard Statements (YEAR) folder.

2.1.5 Permanent Staff Wages

A list will be created with the normal fortnightly net wages of Association staff. The list will include wage rates and payment dates. The list will be kept by the Bookkeeper with a copy in ALAEA Accounts SharePoint, Payroll, Standard Pays folder. It will be named the 'net pay and super estimates'. Access to the folder will be provided to the Association Officers, Bookkeeper and Accountant. The list will be updated as required. An example of the normal fortnightly wages list appears at appendix IV of this procedure.

Before each fortnightly pay run, Part Time and Casual staff will submit a time sheet to the Federal Secretary or delegate with the actual hours worked in that pay fortnight. The Bookkeeper will process the staff wages in Xero including any leave adjustments.

The Bookkeeper will provide a 'Payroll Activity Details' report to the Federal Secretary (or nominee) for approval. On approval, the Bookkeeper will enter the payments into Commbiz and forward the Payroll Activity Details Report and a Payroll Employee Summary report to Commbiz Authorisers who are also Officers for approval. A Commbiz authoriser will then authorise the payments and advise other authorisers (reply all email) that they have done so.

In the absence of the Federal Secretary for any reason, the Federal Secretary's role in the above process may be carried out by an Association Trustee or nominated person. The Bookkeeper may process the staff wages at an earlier date and utilise the Commbiz mechanism to delay payment until pay day.

Alternative nonstandard process: If the Federal Secretary, Trustees and nominees are not available the following alternate processes may be used.

The Bookkeeper will process staff wages as per normal process without Federal Secretary approval. The Bookkeeper will send a request to the Commbiz authorisers to process the staff wages and indicate whether there are any variations to the fortnightly totals. The Bookkeeper will ensure that the Federal Secretary or nominee carries out the verification process of the reports as soon as he/she is available.

2.1.6 Permanent Staff Superannuation

A list will be created that contains the usual fortnightly superannuation payments. The list will be kept with the Bookkeeper with a copy in ALAEA Account SharePoint, Payroll, Standard Pays folder. It will be named the 'net pay and super estimates'. Access to the folder will be provided to the Association Officers. The list will be updated as required. An example of the fortnightly superannuation list appears at appendix V of this procedure.

The Bookkeeper processes monthly staff superannuation payments in Xero. Some months will include a higher amount to account for three fortnights falling within a month. Electronic payments will be entered into Commbiz. The Bookkeeper will send a superannuation Authorisation Request to Commbiz Authorisers who are also Officers for approval. The request should indicate whether there are abnormal variations to the normal expected amounts. A Commbiz authoriser will then authorise the payments and advise other authorisers (reply all email) that they have done so.

2.1.7 Permanent Staff Leave

All staff Leave Requests are made online through Xero access point. The Federal Secretary, Association Legal Officer or nominee may approve the leave. The Federal Secretary or nominee is notified that a leave request is pending by Xero. The Federal Secretary or nominee will not approve their own requests.

A medical certificate or other evidence may be required. Approval will only occur on receipt of the required evidence. A copy of the evidence will be stored in a hard copy folder kept in the office titled 'staff leave forms'.

The Xero program keeps tallies of accrued leave. If any adjustments are ever required to the leave accruals, these shall only occur after approval by three Officers of the Association.

2.2 Adjustments to Member Financial Accounts and Discounts

From time to time it is necessary for Membership staff to adjust an ALAEA member's subscription financial account. When a Membership Officer determines that a member's financial account requires alteration, the following process must be applied.

2.2.1 Manual Adjustment recording

A month by month hard copy register is kept for all Manual adjustments. The register will be managed by the Membership staff. The register will be kept in a manilla folder and named 'Manual Adjustment Register'. An example of the Manual Adjustment Register appears at appendix VI of this procedure.

There are two types of manual adjustments. Routine adjustments and non-routine adjustments. Routine adjustments may arise due to delays between joining and processing or moving in and out of periods of suspension. Non routine adjustments may arise for other reasons. If Membership staff are unsure if an adjustment is routine or non-routine, they should consult with the Federal Secretary or nominee.

For routine adjustments, Membership staff will enter the adjustment in the Manual Adjustment Register. For non-routine adjustments, approval will be sought from the Federal Secretary or nominee and once approved, the adjustment will be added to the Manual Adjustment Register. All adjustments to the manual adjustment register must be counterchecked by another membership staff member, Federal Secretary, or nominee.

If a refund is required, an 'EFT adjustment form' will be completed with the amount required to be refunded. All EFT refund adjustment forms must be verified by the Federal Secretary or nominee. The completed forms will be kept in the manual adjustment hard copy folder and on the member's unison record. An example of an EFT adjustment form appears at appendix VII of this procedure.

2.2.2 Manual Adjustment processing

At the start of each month there will be an 'End of Month' process undertaken by Membership staff. A report for the period is run in Unison. The report will be checked against the Manual Adjustment Register for accuracy.

If correct, the EFT refund adjustment forms will be submitted to the Bookkeeper for processing as a non-regular expense as per clause 2.1.2 of this procedure.

If the banking details of the member are not known, a Cheque Requisition form will be submitted to the Bookkeeper for processing as per clause 2.1.2 of this procedure.

When processed, the member refund manual adjustment will be entered against the member's financial records by Membership Staff to indicate that a refund has been paid. A note will be added to the member's Unison records to reflect the refund. The adjustment is to be counterchecked by another membership staff member, Federal Secretary or nominee.

The completed EFT or Cheque requisition form is to be kept on the ALAEA Accounts SharePoint, Non-Regular processed accounts folder. A hard copy is to be filed with the relevant Manual Adjustment form in the Federal Office.

Following this process, the Manual Adjustment forms and the Manual Adjustment report will be filed in a Manual Adjustments hard copy folder. This folder is kept in the office with all filings made in alphabetical order.

2.2.3 New Member Proposer Voucher Scheme

Members who propose another person for new membership will receive a gift voucher valued at \$100.

Membership Staff have the primary responsibility for the administration of this scheme. After each Executive meeting, a list of all proposers will be kept in the ALAEA Membership Administration SharePoint, Membership, Proposers, folder. An example of the voucher list appears at appendix VIII of this procedure.

Following the approval of new members by executive resolution, the gift voucher list will be updated.

Members who are to receive a voucher will have that expense processed as non-regular expenses as per clause 2.1.2 of this procedure. Once approved the vouchers will be sent electronically to members by the Membership staff.

2.3 Staff and Executive Member Claim Process

2.3.1 Claim Forms

Claims shall be made on Approved ALAEA claim forms. Blank Executive member claims forms are kept in ALAEA Executive SharePoint, Documents, Executive Forms folder. Blank Staff member claim forms are kept in ALAEA Company SharePoint, Documents, ALAEA Forms, Expense Claim Forms folder.

Separate Claim forms must be submitted for wages/reimbursement of lost wages, ancillary expenses, daily travel allowances and honoraria. Forms must be submitted to an Accounts Administrative Assistant via email to office_admin@alaea.asn.au.

All claims must be accompanied with the receipt for the expense. If a receipt is lost, or not obtainable, a statutory declaration will be required.

Appendix I

Regular and Specific Invoices



Regular and Specific Invoices ALAEA Expenditure of Funds Process 2.1.1.1

| NAME OF SUPPLIER | APPROXIMATE AMOUNT PAID | FREQUENCY PAID | UPPER LIMIT? | FIXED OR VARIABLE | SERVICE |
|----------------------------------|-------------------------|----------------|--------------|-------------------|--|
| ACTU | 5200 | QTR | | | Affiliation |
| Shred-X | 30.00 | QTR | | | Bins Account fee |
| Shred-X | 200.00 | QTR | | | Empty Security Bins |
| Aon Insurance | 10,000 | Annual | | | Workers Comp/Business Insurance |
| AUSTRALIA POST | 500 | Monthly | Max | Varies | Postage |
| AUSTRALIAN TAXATION OFFICE - BAS | 60,000 | QTR | | Varies | Quarterly Business Activity Statement GST PAYG |
| AUSTRALIAN TAXATION OFFICE - IAS | 20,000 | Month | | Varies | Monthly instalment Fee PAYG |
| Bendigo Bank | 40 | Annual | | | Audit certificate |
| BEXLEY NEWSAGENCY | 200 | Month | Max | Varies | Daily Newspapers |
| Brisbane City Council | 1000 | QTR | | | Kyabra St Property Rates |
| Canon Australia | 50 | Month | Max | Varies | Photocopier Print per Page Fees |
| CHUBB Electronic Security | 300 | Half Yearly | | | Security Monitoring Fee |
| CORAL AIR SERVICE | 350 | QTR | | | Air conditioner Maintenance |
| Creatio | 800 | Yearly | | | ALAEA App Maintenance |
| ECT Teleconferencing | 400 | Month | Max | Varies | Teleconference Fees |
| Employers Mutual | 8000 | Yearly | | | Insurance NSW |
| GBST - UNISON | 4000 | QTR | | | Membership S/w Licence Fee |
| Initial | 1000 | Yearly | | | Washroom Services |
| New Security Installations | 220 | QTR | | | Kyabra ST - Alarm Monitoring |
| Next Business Energy | 1800 | QTR | | Varies | Electricity |
| M.E.A.A. | 1100 | Month | | | Melbourne Office Rent |
| MESSAGE MEDIA | 100 | Month | | | Telephones |

Effective date 20/10/2020 - Revision 8

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Appendix II

Regular Approval Summary

| Sent for Approval | Name Of Supplier | Invoice Number | Bpay/ DC | Total Amount | Nett Amount | Sal deduct | Sac deduct |
|-------------------|-----------------------------|----------------|----------|--------------|-------------|------------|------------|
| 26-Aug-20 | Platinum Technology | 2103 | | \$4,774.00 | | | |
| 26-Aug-20 | I Care Workers Compensation | 100420901 | | \$8,732.11 | | | |
| 26-Aug-20 | GCAQE | ALAEA2019/2020 | | GBP701.67 | | | |
| 26-Aug-20 | Fred's expense claim | 24 August 2020 | | \$4,431.72 | \$4,431.72 | | |

Appendix III

Non Regular Approval Summary

| Sent Payment | Name Of Supplier | Invoice Number | Bpay/ DC | Total Amount | Nett Amount | Sal deduct | Batched Total | 1st Approved | 2nd Approval | 3rd Approval |
|--------------|-----------------------------|----------------|----------|--------------|-------------|------------|---------------|--------------|--------------|--------------|
| 26-Aug-20 | Platinum Technology | 2103 | | \$4,774.00 | | | | Weitenberg | Re | Gill |
| 26-Aug-20 | I Care Workers Compensation | 100420901 | | \$8,732.11 | | | | Weitenberg | Re | Gill |
| 26-Aug-20 | GCAQE | ALAEA2019/2020 | | GBP701.67 | | | | Weitenberg | Re | Gill |
| 26-Aug-20 | Fred's expense claim | 24 August 2020 | | \$4,431.72 | \$4,431.72 | | | Weitenberg | Re | Gill |

Appendix IV

Normal Fortnightly Wages List

| Employee | Super | Net Pay | Deductions |
|----------------|------------------|-------------------|------------------|
| Dawn Fraser | \$940.16 | \$2103.25 | 0 |
| Cathy Freeman | \$512.16 | \$2345.40 | 0 |
| Ralph Doubell | \$880.34 | \$2880.12 | 0 |
| Edwin Flack | \$1123.05 | \$3992.50 | \$619.00 |
| Bill Roycroft | \$1334.60 | \$4975.39 | \$619.00 |
| Vince Catoggio | \$239.12 | \$885.67 | 0 |
| Total | \$5029.43 | \$17182.33 | \$1238.00 |

Appendix V

Monthly Superannuation List

| Employee | Super | Net Pay | Adjustments |
|----------------|------------------|-------------------|------------------|
| Dawn Fraser | \$940.16 | \$2103.25 | 0 |
| Cathy Freeman | \$512.16 | \$2345.40 | 0 |
| Ralph Doubell | \$880.34 | \$2880.12 | 0 |
| Edwin Flack | \$1123.05 | \$3992.50 | \$619.00 |
| Bill Roycroft | \$1334.60 | \$4975.39 | \$619.00 |
| Vince Catoggio | \$239.12 | \$885.67 | 0 |
| Total | \$5029.43 | \$17182.33 | \$1238.00 |

Appendix VI

MANUAL ADJUSTMENT REGISTER FOR MONTH OF: September 2020

| DATE | MEMBER # | MEMBER NAME | AMOUNT | REASON | ACTIONED BY | MANUAL ADJUSTMENT FORM REQUIRED (YES, NO) |
|------------|----------|----------------|----------|--|--------------|---|
| 16/09/2020 | 1007679 | A. Scarborough | \$38.84 | Adjustment on set up of New Member as per Fed Sec meeting | Erin Appleby | No |
| 17/09/2020 | 1006390 | A. Taylor | \$420.20 | Adjustment on set up of member for arrears balance from previous membership. | Erin Appleby | No |
| 24/09/2020 | 1007572 | S. Bridgman | \$300.00 | Adjustment of members fees accrued while on Zero \$ grade due to Covid-19 stand down | Deb Hardy | No |
| 30/09/2020 | 1007534 | M. Helmers | \$260.00 | Refund for overpayment of fees upon Members Resignation | Deb Hardy | Yes |
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Appendix VII

UNISON MANUAL ADJUSTMENT REQUEST FORM

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|--|---|-------------------|--|
| DATE: | 30/09/2020 | MEMBER No.: | 1007534 |
| SURNAME: | Helmers | FIRST NAME: | Michael |
| ADJUSTMENT TYPE | DEBIT | CREDIT | <input checked="" type="checkbox"/> |
| | REFUND | WAIVE | |
| ADJUSTMENT AMOUNT: | \$260.00 | REFUND PROCESSED? | YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> |
| REASON FOR REQUEST | | | |
| Refund for overpayment of fees upon Members Resignation. | | | |
| REQUESTED BY: | Deb Hardy Membership | | 30 September 2020 |
| AUTHORISED BY: | Stephen Re Trustee | | 30 September 2020 |
| UNISON ADJUSTED BY: | Deb Hardy Membership | | 30 September 2020 |
| NOTES ADJUSTMENT VERIFIED: | Erin Appleby- Trina Booth Membership | | 7 October 2020 |
| COMMENTS: | | | |

Appendix VIII

Member Voucher Scheme

| Member | Member No | Position | Company | Proposer | Proposer Member No. | Exec approval | Proposer Financial | 3 approvals | Voucher No | Voucher emailed | Date emailed | Comments |
|---------------|-----------|----------|------------------|---------------|---------------------|---------------|--------------------|-------------|------------|-----------------|--------------|----------|
| Mark Wallace | 1007623 | LAME | Cobham Etosme | Kate Finzer | 1007603 | | | | | | | |
| Leonard Marks | 1007088 | LAME | Cobham Etosme | Karl Fisher | 1007603 | | | | | | | |
| Mohamed Coel | 1007650 | LAME | Skyline Aviation | Steve Pe | 1004659 | | | | | | | |
| Sam Ingram | 1007611 | LAME | Cobham Etosme | John Ford | 1007200 | | | | | | | |
| Kevin Jones | 1007659 | LAME | Cobham BNE | Lero McFisher | 1005749 | | | | | | | |

