



Kairos Prison Ministry Australia

Changing Hearts, Transforming Lives, Impacting the World

TREASURERS' HANDBOOK

Kairos Prison Ministry Australia

ABN: 55 081 495 175

Summary of changes to this document

Version	Effective Date	Change Details
V2023-10-17	21-Oct-2023	First approved for use by KPMA Board
V2024-12	14-Dec-2024	1.. Added bullet point to "Banking" section. "All signatories on a KPMA bank account should be..." 2.. Added 3 paragraphs to "Compliance" section. "Regions operate under delegated authority..."

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BACKGROUND & SUMMARY

At Kairos, we serve our Lord; the residents of Correctional Institutions and their close ones outside; and each other in a Christian community with assistance from loving and generous donors and donor organisations. They entrust us to use their provisioning in both a prudent way and in accordance with the stated objectives of Kairos – we need to be faithful stewards.

Kairos Prison Ministry Australia (KPMA) is a national body, and as such, needs to comply with both Federal and State laws as described under Legal Position below.

This manual has been written to ensure that KPMA complies with its legal obligations. Consequently, all State Councils and Regional Committees must follow the procedures detailed in this manual.

It is KPMA's intention that these procedures should be simple, effective, and timely, but not arduous. Accordingly, information will be managed where it is generated. To reduce duplication, the State Council and Regional Committee financial records will be held by the respective Council or Committee until the annual audit is completed. Only summary records will be maintained at the Support Office for each Council or region.

The summary information to be submitted to Support Office is required to enable KPMA to compile Business Activity Statements, asset ownership and depreciation schedules and various statutory returns, and to enable the Board to comply with its legal responsibilities for financial management. If the information is not available to the Support Office, KPMA may lose certain benefits that it currently enjoys, including income tax exemption and tax deductibility of donations.

The original documents supporting the financial transactions will be required to be provided to the Support Office at year end for them to be available for audit by the Company Auditor. The Support Office will archive these. Please remember that we have a legal requirement to hold records for six full years in addition to the current year.

This document is under regular review, and we invite any comments for its improvement.

We are privileged to be able to share the Good News that Jesus shared with us, through the gifts, financial or otherwise, given by you and others. We pray that God will richly bless the attendees and servants on the various Kairos programs.

Board of Directors

Kairos Prison Ministry Australia

LEGAL POSITION

KPMA is a company registered under the Corporations Law and is a public company limited by guarantee. As such KPMA must comply with the requirements of the Corporations Law. This includes compliance with the various Taxation Laws, primarily relating to Income Tax and GST. However, KPMA has been granted Income Tax exemption and provided it continues to comply with the Income Tax Act it has been granted exemption from having to submit annual taxation returns and payment of income tax on its revenue.

KPMA has been granted Deductible Gift Recipient status by the Australian Tax Office which effectively means that persons who donate towards the cost of operating the Company are entitled to claim such amounts as deductions against their income. However, should KPMA be found not to comply with the law, both Corporations and Taxation, then this status may be revoked and so donations will no longer be deductible in the hands of the donor. This could drastically affect the funding of the Kairos programs.

KPMA is registered with the Australian Charities and Not-for-profits Commission (ACNC) and as such has ongoing obligations to the ACNC that must be met to remain registered. These obligations are to: keep charity status; notify the ACNC of changes; keep records; report annually; comply with the ACNC Governance Standards and External Conduct Standards.

KPMA is also registered with various state authorities as a charity for fundraising purposes. This enables KPMA to apply for the right to fundraise. These authorities may also require various documents to be submitted by KPMA each year. If these documents are not lodged, then the fundraising licence may be terminated.

Within Australia, the Kairos Prison Ministry Program, which includes Kairos Inside, Kairos Outside and Torch is licensed to Kairos Prison Ministry Australia (KPMA). The licence has been granted by Kairos Prison Ministry International Inc, (KPMI) a company registered in Florida USA. KPMA is entitled under that agreement, to use the Kairos material that is supplied by KPMI, including the name of the program.

In summary KPMA is required to:

- Comply with the requirements of the Corporations law, the Taxation laws and the regulations of the ACNC and State Charities Offices.
- Comply with the terms of the licence agreement with KPMI.

COMPLIANCE

The Board is responsible for all operations within KPMA. KPMA is the only legally recognised operation within Australia; the operations at State and Regional level are effectively branches of KPMA, that is, they do not exist as legally separate entities. This means that each State and Region needs to meet the same legal requirements as for KPMA which are:

- Maintain financial records that comply with the requirements of the various laws and regulations.
- Details of transactions that fall within the GST legislation need to be provided and this will be collated into Business Activity Statements (BAS) by the Support Office for submission to the Australian Taxation Office each quarter.
- Records of Committee / Council meetings held (minutes) are required to be maintained and as part of these, the authorisation of payments made must be ratified.
- Each Regional Council should minute the Receipts and Payments made since their last meeting. This should be the same information that is submitted by the Region's Treasurer to the Support Office as part of the monthly reconciliation. It could take the form of attaching the spreadsheet to the minutes, with the totals recorded in the minutes.
- Each Region will then send a copy of their minutes to their respective State Council.
- The State Council is to review the Regions' receipts and payments, as reflected in the minutes, and may request explanations or vouchers.
- The State Council, at its meeting, is to minute that it has received and reviewed all its Regions' minutes noting those not received.
- A copy of the State Council's minutes is to be sent to the Support Office. The Chief Operating Officer will report to the KPMA Board any issues raised following review of the State Council report.
- Receipts for donations received must be issued.
- Records of grants received and related expenditure must be maintained.

Regions operate under delegated authority from the board. This applies limits to financial and other transactions. Generally, this authorises regions to enter into arrangements and make payments only for core program operations. The regions' signing authority on bank accounts is generally limited to a maximum of \$5,000 for any one item/expense. Amounts over this are to be referred to the KPMA accountant (accounts@kairos.org.au) and the KPMA Treasurer (treasurer@kairos.org.au) with accompanying documentation.

While regions may purchase assets for their own use and ownership, the purchase of assets with a cost over \$1,000 should be referred to the KPMA Treasurer and KPMA COO for review and approval.

In general, regions should only be making payments, or reimbursements, for goods and services directly associated with their program operations and in most cases, this would exclude making donations. Making donations in excess of \$200 should be referred to the COO for authorisation.

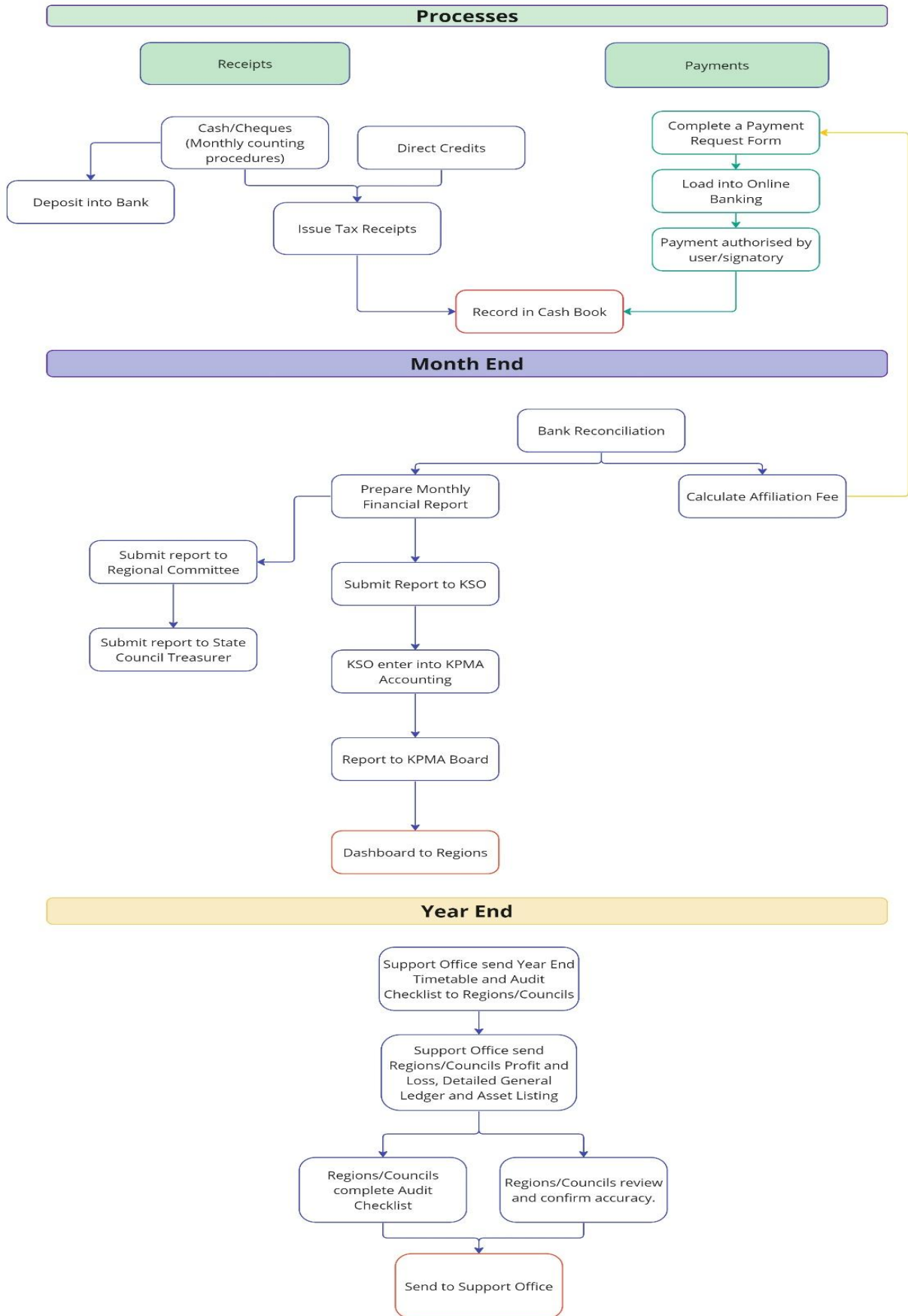
AUDIT

All the operations of Kairos (Support Office, State Councils, Regional Committees etc) will be audited by the Company Auditor. There will be an allocation of the cost of the audit to each of the State Councils and Regional Committees. The actual amount may vary each year.

ACNC

KPMA must report annually to the ACNC by submitting an Annual Information Statement, which is due within six months of the end of a reporting period (the KPMA reporting period ends 31 December each year) and is submitted online in the ACNC Charity Portal.

RESPONSIBILITIES



Each State Council and Regional Committee is responsible for:

- Maintaining records of all income received and issuing receipts.
- Promptly banking income received.
- Recording all expenses incurred and having these authorised by the respective Council or Committee.
- Calculating and paying the Affiliation Fee.
- Reconciling the transactions recorded by the bank with the records maintained.
- Preparing summarised statements of financial position and reviewing these at regular intervals, where such intervals are sufficient to keep the Council or Committee fully informed of its financial status.
- Submitting financial information to the Support Office so that it can meet its legal obligations.
- Preparing an annual budget for the Council or Committee.
- Maintaining a database of the Council or Committee's assets including their location and advising the Support Office of any acquisitions or disposals.

The Support Office is responsible for:

- Entry of all financial information into the KPMA Financial System.
- Preparing a detailed financial report to be tabled at each KPMA Board meeting. Details of the cash bank balances held by each Regional Committee are required to be reviewed by the Directors to ensure that funds are being managed responsibly.
- Preparing the Business Activity Statement for submission to the Australian Taxation Office each quarter.
- Preparing annual financial statements for each financial year. (The financial year of KPMA ends on 31 December); This will comprise financial statements for each Council/region, Support Office, and a consolidated statement for the Company.
- Arranging for the annual financial statements to be audited. Under the Corporations Act the auditor must be a person who is a registered company auditor.
- Managing the relationship with the bank, opening accounts, adding and removing authorised users.
- Preparing the KPMA budget, consolidating the budgets of the Councils and Regions to be tabled to the KPMA Board.
- Maintaining a database of KPMA's assets and calculating depreciation values, and
- Retaining documents in the Support Office archives which support each of the financial transactions for a period of not less than 6 years plus the current year.

TRANSACTIONS

INCOME

The major proportion of income is derived from donations which may be general donations or specific donations where the donor specifies that they be used for particular purposes. A small amount of income may come from interest or other areas, such as bequests.

Donation income is to be acknowledged by receipt to the donor. All money is to be banked and recorded in the monthly cash statement with the receipt # (where applicable), purpose/details and account code. Note that all donations are to be banked intact without any expenses being met from such money.

General Donations

General donations are received and acknowledged by gift receipts by Regional Committees. Donations come from Short Course or Journey Program team members, Workplace Giving, individuals, churches, local organizations, or businesses. This money may be used for all legitimate Kairos Regional Committee expenses or may be donated to assist other Regions.

Grants

Income may be received from a successful grant application. Grant conditions vary and the Regional Committee or State Council must comply with the specific terms and conditions, however, it is a usual requirement to account for how the grant funds are expended with unexpended funds returned.

As such, the expenditure should be separately shown so that a profit and loss may be provided.

Fundraising

Fundraising generally refers to activities such as soliciting public donations (either in person or online), holding events to raise money, raffles and other games, corporate partnerships, and crowdfunding.

Fundraising activities are regulated by State or Territory Law and will require registration of KPMA with the various State and Territory based bodies. For example, in NSW, KPMA is registered with NSW Fair Trading which regulates charitable fundraising under the Charitable Fundraising Act 1991 (NSW) and Charitable Fundraising Regulation 2021 (NSW).

Regulations for reporting differ from state to state. KPMA may be required to lodge certain forms and financial statements which disclose information in relation to funds raised and the cost of raising those funds. State Councils and Regional Committees must retain records of fundraising costs and income and advise the Support Office so that records can be consolidated into corporate returns.

[The ACNC website provides information and guidance relative to each state.]

Other income

The main sources of other income for state/regions are:

- Sales of merchandise such as pins, mugs, and cooking books. Such items cannot be claimed as a tax deduction by the purchaser, and it is subject to GST, consequently, if receipts are requested, they should be prepared using a general receipt.
- Interest from banks on deposited funds is shown on the bank statements for that account and should be recorded in the financial records of the state/region.

It should be noted that items required by the team to meet the objectives of Kairos, including manuals and specially designed t-shirts should be included in the calculation for the total cost of the course and not sold to team members. Team members may out of their own free will offer a donation to the region to defray such costs, but that donation cannot be dependent on that team member receiving the item.

EXPENDITURE

The person needing to make the payment should complete a Payment Requisition form, attaching receipts/invoices and submit it to the Regional Treasurer for approval.

The account code is completed on the Payment Requisition, the invoice (or receipts in the case of reimbursements) for the expense is attached to the form.

The payment should then be loaded into online banking by the Regional Treasurer, taking care that all details (BSB, Account number or BPay information) are correct.

Details of the payment should be provided to the second signatory to enable approval by one of the authorised users.

The payment should be entered into the Monthly Cash Statement with the account code that describes to the Support Office the nature of the expense. Account codes to be used by all Councils and Committees are also included in this manual. The documentation is filed in a binder when payment is complete.

Bank Charges and Interest Income shown on the bank statements should also be entered into the Monthly Cash Statement.

All payments are required to be ratified by the Council / Committee and the date ratified noted on each payment requisition form.

AFFILIATION FEES

The Affiliation Fee is payable by each Regional Council, monthly in advance, currently calculated at 1.25% of the total monies held by the Region if more than \$8,000 is held, on the first day of each calendar month. Payment is to be made to the Support Office by the 15th of the month in which the fee is due.

Should the funds held by the Region be less than \$8,000, then a minimum payment of \$100 per month will apply.

The Board may review a particular Region's affiliation fee where circumstances justify it.

BANKING

Bank accounts are set up as subsidiary accounts of KPMA. KPMA is a single company with many branches (Regional Committees). A copy of the minutes from the Regional Committee supporting the opening of a new account shall be submitted to the Support Office, together with details of those authorised to access the account. The Support Office will open the account accordingly and advise the details to the Regional Treasurer.

Each State/Region will have its own Operating account at a recognised bank. It would be labelled with the Region's name, for example: "KPMA Dillwynia RC". The following conditions are required:

- The account must have a minimum of two signatories/authorised users, preferably three or four authorised users to cover for absence.
- All signatories on a KPMA bank account should be independent of each other. This requirement means only one of husband and wife, partners, multiple siblings or close members of a family can be signatories on the one account.
- At least one person from the Support Office is to be included as a signatory/user on each bank account. This is to facilitate resolving any issues that may arise on the bank account at a Support Office level.
- Two authorised people must approve each payment through online banking.
- Bank statements are to be generated at the end of each month. These are downloaded through online banking.
- The Regional Committee must maintain a current list of account signatories/authorized users and make it available to KPMA on request.

ADDING & REMOVING ONLINE BANKING USERS

Users may only be added or removed from the online banking accounts by the National Treasurer and the Support Office Accountant who have Administrator access in online banking.

The information required to add a user is as follows:

- First & Last Name
- Westpac ID – this can be obtained at a Westpac Bank branch with 100 points of ID (a passport and drivers licence for example).
- Date of birth:
- Mobile No:
- Email Address: a private email and not a kairos email.
- A copy of a minute from the Regional Committee authorizing the addition or removal of a user.

BANK RECONCILIATION

The Monthly Cash Statement is to be reconciled with the Bank Statement (downloaded using online banking) at the end of each month.

Any items not appearing on the bank statements are to be shown on the bank reconciliation as outstanding items.

Example:

Balance as per Bank Statement at month end		\$3,000.00
Less outstanding payments:		
[Date]	\$158.00	
[Date]	\$252.00	
[Date]	\$ 90.00	
Total		-\$500.00
		\$2,500.00
Add total of outstanding deposits		+\$300.00
Should equal Closing Balance on the Monthly Cash Statement		\$2,800.00

Proof

Cash balance at end of last month	\$3,240.00
Add Receipts per current month cash sheet	<u>\$7,895.61</u>
	\$11,135.61
Less Payments during current month per cash sheet	<u>\$8,335.61</u>
Balance at end of month	\$2,800.00

If this does not balance, then there is an error, and the entries need to be reviewed.

PETTY CASH

Some regions may wish to use a Petty Cash System for small payments.

Petty Cash is cash held for the purpose of small incidental expenses. This is usually kept in a lockable Petty Cash Tin. A cheque to the value of, say, \$200 is cashed at the bank and the cash placed in the petty cash tin.

A Petty Cash Docket (obtained from any Stationer) is completed for Petty Cash reimbursements showing details and attaching the receipt or tax invoice. The docket plus receipt or tax invoice is placed in the petty cash tin. The sum of the receipts and the money in the tin should always equal the "Petty Cash Float", which in this case is \$200.

Once the petty cash is starting to run low, it should be "topped up". For example, let's say there is \$40 left in petty cash, the \$160 spent should be accounted for. A summary of the dockets in the tin is prepared, and a Payment Requisition Form completed attaching the Petty Cash dockets, then the payment is processed in the normal manner. The cheques should be made out to Cash. Once the cash is obtained it is then placed back into the Petty Cash Tin.

At any time, the value of cash and Petty Cash Dockets held in the Petty Cash Tin must be equal to the value of the Petty Cash Float, which in the example above is \$200.

It is strongly advised that electronic transfers be used in preference to a Petty Cash system.

REPORTING

PREPARATION OF FINANCIAL RETURNS FOR SUPPORT OFFICE

As stated previously the amount of detail in relation to financial transactions at Committee/Council will only be held at a summary level. Spreadsheets have been developed that should be used by each Committee/Council to record their transactions. Samples of these sheets are shown in the Appendix. An electronic copy is available.

Each month a copy of the Excel workbook containing the Receipts, Payments and Bank Reconciliation worksheets are to be forwarded to the Support Office by email to reach the Support Office by the 10th of each month. The Support Office will then record the monthly total in the KPMA Financial System.

FINANCIAL RETURNS TO THE SUPPORT OFFICE

Monthly

The documents to be emailed to the Support Office monthly (by the 10th day of every month for the previous month) are:

- Monthly Cash Excel Workbook containing receipts, payments, and the bank reconciliation.
- Invoices/receipts for payments
- Calculation of Affiliation Fee.

Please note a copy of the Monthly Financial Report should be sent to the State Council.

Annually

Instructions will be issued in November each year relating to the requirements for the annual financial statements, refer to example Sample Accounting Package attached.

The instructions will include:

- A timetable of when documents are required to be received by the Support Office.
- Profit & Loss and General Ledger listing for the year will be issued by the Support Office in a standard format. The Support Office is responsible for consolidating all the State Council's or Regional Committee's financial statements to prepare the financial statements of KPMA which are required to be lodged with various regulatory authorities.
- Details of assets listed in the KPMA Financial System together with the asset depreciation calculation.

BUDGET PREPARATION

In September the Support Office will send a budget spreadsheet to each Council and Committee together with instructions for the preparation of the following year's budget. A sample of the budget spreadsheet is in the Appendix. The Regional Treasurer is responsible for completing the budget spreadsheet and returning it to the Support Office within the timeframe advised in the instructions.

The Support Office will consolidate the State and Regional budgets together with the Support Office budget into one budget for KPMA for presentation to the KPMA board in December.

ASSET MANAGEMENT

Assets are used in the conduct of the ministry. They are items of value that have been purchased and need to be accounted for in the Financial Returns.

Asset Listing

The Regional Treasurer is responsible for maintaining a list of the Regional Committee's assets including their location. A sample of the Asset Listing is in the Appendix. The Asset Listing is required for reconciliation with the KPMA Balance Sheet and also for insurance purposes.

Assets that are "capitalised" (ie brought into the accounting ledgers) are those that will be depreciated over several years in the accounting system. This is effectively to spread the cost of the items over a number of short courses/weekends in order to show the total cost for each short course/weekend. Assets that cost less than \$500 (before GST) per item will be written off as an expense in the year of acquisition. This means, for example that 6 tables costing a total of \$1,200 valued at \$200 each, would be written off in the year of acquisition as they cost less than \$500 each.

When assets are purchased, they are listed against the appropriate expenditure account code in the Monthly Cash Statement.

When assets are donated, they need to be added to the Regions' Asset Listing. A value for accounting purposes must be ascribed to assets of this type.

Assets for each Region/State will be accounted for at the Support Office and details of the amount to be depreciated (written off) each year will be advised to the Region/State in the year end package. This cost will be included in the financial statements that will be subject to audit for the Council/Committee.

CONTACT DETAILS

The Support Office and National Treasurer need to know how to contact each of the Regional Treasurers and Chairs.

Please provide the following information to the Support Office by email to accounts@kairos.org.au whenever there is a change.

Treasurer Details	Chair Details
State/Region,	State/Region,
First Name, Last Name,	First Name, Last Name.
Home Phone No,	Home Phone No.
Mobile Phone No,	Mobile Phone No
Address	Address
Email Address	Email Address

APPENDIX

Additional Information

- Deductible Gift Recipient
- Goods & Services Tax (GST)

Monthly Financial Report

- Income Statement
- Expense Statement
- Bank Reconciliation
- Affiliation Fee Calculation

Annual Reporting

- Sample Year End Procedures
- Sample Timetable

Budget

- Budget Spreadsheet
- Sample Timetable

Forms

- Asset Listing
- Payment Requisition

Additional Information

DEDUCTIBLE GIFT RECIPIENT STATUS

Kairos Prison Ministry Australia (KPMA) was granted Deductible Gift Recipient (DGR) status by the Australian Taxation Office on 31 January 2004. This means that all gifts received by KPMA can be claimed as a tax deduction by the donor.

For a donor to claim a tax deduction for a gift, the payment must:

- be truly a gift,
- be made to a DGR,
- be a gift of money or a certain type of property (eg projector, computer and similar which is used within the operation of a region), and
- comply with any relevant gift conditions that apply to a DGR (KPMA has no special conditions applying to the receipt of gifts).

Please note that where a gift other than money is received then the Support Office must be contacted prior to the recording of the item in the financial records.

What is a gift?

Not all payments to DGRs are tax deductible. Gifts that are tax deductible have the following characteristics:

- they are made voluntarily.
- they do not provide a material benefit to the donor; and
- they essentially arise from benefaction (sic support) and proceed from detached and disinterested generosity.

Examples of payments that are not gifts and therefore not tax deductible include:

- purchases of raffle tickets.
- purchases of chocolates, coffee mugs, Kairos pins, etc.
- the cost of attending fundraising dinners, even if the cost paid for the dinner exceeds the value of the dinner.
- membership or participation fees.
- payments where the person has an understanding with the recipient that the payments will be used to provide a benefit for the 'donor'.

Gifts (donations and contributions) made by team members of a Kairos short-course program or a Kairos Outside program may be treated as a 'gift' provided always that they meet the guidelines of 'what is a gift' and fall within the objects and purpose of Kairos.

When estimating the cost of the Course to be funded this should include any material required to present the course including food, equipment, manuals, special clothing (e.g. themed t-shirts). This cost can then be used as a guide for team members in contributing towards the total cost of the course.

Explanation:

Kairos has a set of objectives within its Constitution and achieves those objectives by presenting a program, the short course, followed by journey meetings. For the team to deliver the Kairos program, it needs to be available initially for at least 4 days (3 days for KO and Torch) followed by weekly/fortnightly or monthly meetings for Journey/Reunions. Accommodation, food, manuals, special clothing etc. during this time are incidental to the program.

Gifts made by team members are made voluntarily (it is not a condition to Gift to be on Team and Team members Gift various amounts). The gifts do not provide a material benefit to the donor; they arise from benefaction and are given with detached and disinterested generosity. They are given to the Regional Committee to do whatever is needed to meet the objectives of Kairos and to deliver the stated program. There is no formal accounting to the benefactor. There is genuine disinterest in the disbursement on the part of the benefactor.

GOODS AND SERVICES TAX - GST

The Kairos operations within Australia are carried out within the one Company (Kairos Prison Ministry Australia). Under the current law this Company is required to lodge Business Activity Statements detailing the GST collected and paid within its normal business operations. Because of the nature of KPMA the GST paid would normally be expected to be more than the GST collected through sales of items and so KPMA would expect to receive a refund of the net GST paid.

The major sources of revenue are donations and general fundraising which are not subject to GST. Note that certain fundraising activities such as those that have an entry fee (eg movie nights) would normally be subject to GST, however arrangements have been made whereby this will be GST free on the basis that no claim for GST paid is made for any expenses incurred in relation to that event.

To claim this refund, details of GST must be recorded within the Company's financial records and be able to be supported by original tax invoices.

To allow the Support Office to complete the Business Activity Statement, it is important to show against each line item in the Monthly Cash Statement the amount of GST that was included in the payment. Not all items attract GST, (eg food, donations of money), and care is needed to make sure that the records are accurate, and that each claim presented for reimbursement must be supported by a specific tax invoice that identifies the GST component.

GST refunds will be used to assist with support costs for running training courses, IT support, general administration, stationery etc.

Monthly Reporting

INCOME STATEMENT

KAIROS PRISON MINISTRY AUSTRALIA

Receipts

Region:

Month:

Date	Receipt No	Details	Total Amount Received (Incl GST)	GST	Net of GST	Banked	Agreed to Bank Statement	4-2320	4-2340	4-1100	4-3100	4-2400	4-4100	4-4211	4-4400	Details of Funds from Miscellaneous Income	Balance / Proof
								Volunteer / Team Donations to Short Courses	Volunteer / Team Donations to Journey Program	Public Donations	Fundraising Income (No GST)	Sale of Kairos Merchandise Manual etc	Interest Received	AKT Fees Received	Misc Income		
					\$ -												\$0.00
					\$ -												\$0.00
					\$ -												\$0.00
					\$ -												\$0.00
					\$ -												\$0.00
					\$ -												\$0.00
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					\$ -												\$0.00
					\$ -												\$0.00
					\$ -												\$0.00
					\$ -												\$0.00
TOTALS			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

EXPENSE STATEMENT

KAIROS PRISON MINISTRY AUSTRALIA

Payments

Region:

Month:

Date	Details	Total	GST	Net of GST	6-4120	6-4140	6-3153	6-6150	6-7110	6-7130	1-5100	6-4150	Details of Misc Costs & Purchase of Equipment	Balance / Proof
					Short Course Costs	Journey Program Costs	AKT Workshop Costs	Fundraising Costs	Affiliation Fee	Bank Fees & Charges	Purchase of Equipment (greater than \$500)	Misc Costs		
				\$ -										
				\$ -										
				\$ -										
				\$ -										
				\$ -										
				\$ -										
				\$ -										
				\$ -										
				\$ -										
				\$ -										
				\$ -										
				\$ -										
TOTALS			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

BANK RECONCILIATION

Regional Committee: _____

Bank Reconciliation as at
Month:

Balance as per Bank Statement

Less outstanding payments

_____	\$ -
	\$ -
	<u>\$ -</u>
	<u><u>\$ -</u></u>

Add outstanding deposits
Balance as per monthly cash statement

Proof

Cash balance as at end last month
Less payments as per cash book

	\$ -
	\$ -
	<u>\$ -</u>
	<u><u>\$ -</u></u>

Plus receipts as per cash book
Cash balance as at end this month

Should be Nil

	\$ -
--	------

ACCOUNT CODES

The following tables set out the account codes that should be used. In order to simplify the financial process, the number of account codes has been set so that only the information required at a national level is provided. If any region wishes to use a more detailed breakdown of expenses and income, then further codes are available from the Support Office.

As the Support Office will only be recording State/Region details at a monthly summary level it is imperative that each entry is correctly coded so that the information held within the National Financial System is correct.

For items which fall into the general type items such as Miscellaneous Income/Costs, Amounts Paid to or received from other Kairos States/Regions or Support Office, Purchase of Equipment and Grants details must be provided in the "Details" column. This is to allow the Support Office to allocate the items to the appropriate account and record details as necessary.

Accounts codes to be used.

Income

Code	Description
4-2320	Volunteer/Team Donations to Short Courses
4-2340	Volunteer/Team Donations to Journey Program/Reunions
4-1100	Public Donations
4-3100	Fundraising income (No GST to be applied)
4-2410	Sale of Merchandise (mugs, pins etc) / Manuals (to non- team members) (GST Applicable)
4-4100	Interest received
4-4211	AKT Fees received
4-4400	Miscellaneous Income (Provide details)

Expenses

Code	Description
6-4120	Short Course Costs - Accommodation, Food & Other
6-4140	Journey Program/ Reunion Costs
6-3153	AKT Workshop Costs
6-6150	Fundraising Costs
6-7110	Affiliation Fee
6-7130	Bank fees & charges
1-5100	Purchase of Equipment (Assets greater than \$500)
6-4150	Miscellaneous costs. (Please provide details).

Note: If you wish to keep more detailed breakdown of expenses and income then you may do so. For example some Committees prefer to show the costs and income for each course. However, at the Support Office this is not required and so it would be required to summarise the detailed information into the accounts shown in the table above prior to its being sent to the Support Office each month.

Affiliation Fee Calculation

Month :

Per Bank

Operating Account		\$ -
Investment Account		\$ -
Total Funds		\$ -
Less Outstanding cheques	\$ -	\$ -
<u>Funds for Fee calculation</u>		\$ -

If Funds for Fee calc is less than \$8,000 \$ 100.00
If Funds for Fee calculation is more than \$8,000 \$ -
Note The higher of the two is payable

Enter Data in Yellow area

Annual Reporting

Sample Year End Financial Procedures

A timetable setting out the actions to be taken in respect of completing the Financial Report for KPMA has been prepared. This timetable is like that for previous years. **Please note that the dates are the latest dates for completion of the various tasks.** If information is available before the stated date, then please do not hesitate to forward it to Kairos Support Office (KSO – Accountant) when it is complete.

The timetable has been set to enable KPMA to meet its obligations under the various governments (both State and Federal) in respect of the Australian Taxation Office, ACNC, Corporations Act and the Departments controlling Charities. The financial results of each region or state as well as the Kairos Support Office are required to be consolidated into one Financial Report.

It is important that, should a region/state Council for some reason believe that it cannot meet the timetable, to please contact Kairos Support Office (The Accountant at accounts@kairos.org.au) immediately you become aware of a potential problem.

The auditor will review the total company operations and issue an audit report for the Company (KPMA). Each Region/State will be subject to an audit review but will not be issued an individual audit report.

Should you have any questions, please contact the Accountant at accounts@kairos.org.au.

Many thanks

Blessings

Accountant – KPMA

KPMA Year Financial Statements Timetable			
Actions required by Regional Committees and State Councils			
Latest Date Required	Details	Responsible	Date Done
6 Jan	The normal monthly Receipts, Payments, Bank Reconciliation, Bank Statement for December to be received by the Support Office	Region / State Treasurer	
13 Jan	Following to be sent by the Support Office to each region: <ul style="list-style-type: none"> • Income Statement for [Year] • Detailed General Ledger printout 	The Support Office	
20 Jan	Regional Treasurers to compare the Income Statement forwarded by the Support Office with their records and to submit their queries on any differences to the Support Office.	Regional Committee / State Council	
27 Jan	Completed Audit Check list to be returned to the Support Office	Regional Committee / State Council	
3 Feb	Last day for following documents to be received by the Support Office: <ul style="list-style-type: none"> • Receipts to support Payments (payment requisition, invoices etc,) [2023 only] • Support for Funds received (receipt books, deposit books, supporting documents where appropriate) 	Region / State Treasurer	

Audit Checklist

**NOT FOR PROFIT AUDIT CHECKLIST
FOR COMPLETION BY TREASURER / RESPONSIBLE PERSON**

Name of entity (insert region name)

Date of year end

31 December [Year]

Treasurer / responsible person

Contact telephone number

E-mail address

Date books and records provided to Auditor

[Date agreed with Auditor]

Please note that if there is not sufficient space to complete the answer to any question then please attach a separate sheet with the answer.

ITEM	Yes/No/ NA
Receipts	
Are pre-numbered receipt books used?	
If yes, are all receipt books accounted for on a regular basis?	
Have grant monies been received by the entity? If yes, have all grant remittance advices been provided?	
Are all receipts banked promptly? Is there any money received in [Year] but not banked until [Following Year]? If so, how much? When banked?	
Are all receipts banked in full? (That is, no cash expenses have been paid from receipts?) Indicate the date of the last deposit made in [Year] and amount.	
Have the cash receipts book been completely and accurately added down and across?	
Were funds raised during the year through other fund-raising activities? If yes, were: <ul style="list-style-type: none"> • All tickets and books accounted for. • Receipts reconciled to tickets sold. 	

**NOT FOR PROFIT AUDIT CHECKLIST
FOR COMPLETION BY TREASURER / RESPONSIBLE PERSON**

Payments	
Please provide the following information regarding online banking:	
<ul style="list-style-type: none"> • Number of people required to authorize a payment. 	
<ul style="list-style-type: none"> • Daily dollar limit on the facilities 	
<ul style="list-style-type: none"> • Names and position of each person registered for online banking: 	
Name:	Position:
Are cheque books used? If yes, how many cheque books are used at any one time?	
What was the last cheque number used and drawn in [Year] and what amount / date?	
Please provide the following information on cheque signatories including:	
<ul style="list-style-type: none"> • Number of cheque signatories required to sign each cheque. • Names and position of each cheque signatory: 	
Name:	Position:
Is supporting documentation provided to the signatory prior to their authorising the payment? If not, then please explain the authorization procedure.	
.....	
.....	
.....	
.....	

**NOT FOR PROFIT AUDIT CHECKLIST
FOR COMPLETION BY TREASURER / RESPONSIBLE PERSON**

Are payments only processed after they have been fully authorised? If not, then please explain the procedure.																										
Are all payments/expenses reviewed and approved by the Committee?																										
Are there any invoices received in [Year] but not paid until [Following Year]?																										
Is telephone banking used? If yes, please provide the name and position of each person registered for phone banking:																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Name:</td> <td style="width: 40%; padding: 2px;">Position:</td> </tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table>	Name:	Position:																								
Name:	Position:																									
Cash and bank balances																										
Is petty cash held? How much is the float and indicate the name of the Petty Cashier If yes, do you certify that the balance of petty cash of \$ (insert balance of petty cash) exists in full and is owned by the region? Is petty cash regularly balanced?																										
The following bank accounts were operated during the year:																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Bank</th> <th style="width: 20%;">Branch</th> <th style="width: 40%;">Account name</th> <th style="width: 20%;">Acct number</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td><td></td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Bank	Branch	Account name	Acct number	1					2					3					4					
	Bank	Branch	Account name	Acct number																						
1																										
2																										
3																										
4																										

**NOT FOR PROFIT AUDIT CHECKLIST
FOR COMPLETION BY TREASURER / RESPONSIBLE PERSON**

Leased/Rented Property (Accounting Standard AASB 16)	
Have any leases or rentals been undertaken for more than 12 months?	
If yes, please provide a copy of the lease or rental agreement.	
Post balance date events	
Have any events occurred after the end of the financial year which significantly affects, or may significantly affect, the operations, results, or financial position of the entity now or in the future?	
If yes, please provide details.	
Minutes	
Are minutes of all Committee meetings kept?	
If yes, have copies of all minutes been provided to the Support Office?	

**NOT FOR PROFIT AUDIT CHECKLIST
FOR COMPLETION BY TREASURER / RESPONSIBLE PERSON**

CERTIFICATION BY TREASURER / CHAIR / SECRETARY / COMMITTEE MEMBER

We (any two of the above) confirm that, to the best of our knowledge and belief:

1. The information provided above is complete and accurate.
2. We are not aware of any other information which indicates the financial records are not complete and accurate.
3. The financial records have been prepared on a regular basis by a competent person and accurately reflect all transactions of the organization.
4. All expenditure has been approved by the committee.
5. We do not suspect any fraudulent acts have occurred during the financial year, and
6. All assets are owned and controlled by the organisation.

Signed on behalf of the entity:

Signed

Signed

Title

Title

Date

Date

Budget

Sample Budget Spreadsheet

Region														Total		[Last Year]	YTD	
Budget For [Next Year]		Prepared By												Budget	Budget			
Date	Note	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Budget	Budget		Comments	
Income																		
Contributions Courses	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Public Donations	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fundraising	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sale Merchandise	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Interest	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
AKT Fees received		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Other		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	[Provide details]	
Total Income		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Expenses																		
Short Courses	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Affiliation Fee	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fundraising Costs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Contribution Audit Insurance	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Resources/Supplies from KSO	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
GST Paid on Purchases	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
AKT Expenses		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Travel	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Conference	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Other	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	[Provide details]	
Total Expenses		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Surplus/Deficit month		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Accumulated Deficit		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

Notes

- Start with if, or when, you intend to run a course. Estimate cost based on past courses and show as an expense in the month .
Contribution to courses(Show as Income) will be the cost of the course plus or minus the under or over recovery as the committee may decide.
- Base interest on the average for the current year unless you are able to do a more exact calculation.
- Base donations on the average for the current year plus or minus any anticipated variation
- Base fund raising on average for the current year plus or minus any anticipated variation
- Sale of Kairos items mugs etc. In most regions negligible
- Affiliation fee, base on average paid in [Current year] unless actual calculations can be made
- Base contribution to Audit/Insurance on [Current Year] payment with payment in April [next year]
- Base resources/supplies on expected need for courses to be run in the year.
- Base GST on average for [Current Year] adjusted for abnormal items
- Anticipated travel expenses to be funded by the Region
- Can include Equipment, Recruitment and Local Projects
- Conference costs for rego and travel in alternate years

Forms

KAIROS PRISON MINISTRY AUSTRALIA
Assets Listing for Kairos Region:

Description	Manufacturer	Model	Serial Number	Date Acquired	Purchase Price or Value of Donation	Estimated Replacement Value	Normal Location Held

The above listing represents a true listing of the assets used by the State / Region

 Date

 Signature of Chairperson

 Name of Chairperson

PAYMENT REQUISITION

KAIROS PRISON MINISTRY AUSTRALIA

_____ REGIONAL COMMITTEE

Payee: _____

Reason: _____

Ledger a/c	Details	Invoice Including GST	GST
Payment Total			

Payment Date: _____

Signed by: _____

Signed by: _____

Received by: _____

Approved Committee Minute dated: _____

Summary of Dockets Attached (Number in date order)

No	Date	Payee	Total	GST
Payment Total				