**FINANCIAL POLICIES AND PROCEDURES**

**SECTION 4: REVENUE & RECEIVABLES**

**POLICY 2: SETTING FEES & LEVIES**

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| **Policy Rationale** | From time to time, in order to fulfil its strategic objectives and initiatives, [organisation] may charge a fee or levy to its [affiliated] members to supplement [organisation]‘s external revenues or maintain its current level of reserves.This policy provides guidance over [organisation] ‘s ability to set such fees or levies. |
| **Policy Statement(s)** | [organisation] may set fees / levies where:1. The setting of fees / levies is deemed essential to the future sustainability of [organisation]
2. There is a specific need or intended application for the fees / levies being set
3. The setting of fees / levies is appropriately documented and in accordance with [organisation]’s constitution / deed / rules

[organisation]’s fees / levies shall be determined as follows:1. [organisation]’s CFO / Finance Manager will calculate the minimum fee level required to fulfil [organisation]’s strategic objectives and / or maintain [organisation]’s reserves at the current level, and then present this to the Board through the CEO
2. [organisation]’s Audit, Finance & Risk Committee will review this calculation prior to the Board’s consideration of the matter
3. [organisation]’s Board will set the fees / levies for the next year at a level greater than or equal to the minimum fee level calculated by the CFO / Finance Manager [or depending on the organisations constitution / deed / rules, the [organisation]’s Board will recommend the fees / levies for the next year for approval at the Annual General Meeting]

The generation of any fee or levy invoices for [organisation] shall be completed in accordance with [organisation]’s Delegated Authorities and Revenue & Receipting Policy. |
| **Policy Implementation and Related Procedure Documents** | The implementation and review of these Setting Fees & Levies policies are the responsibility of [organisation]’s Audit, Finance & Risk Committee.[organisation]’s CEO is responsible for presenting any proposed fee or levy calculations to [organisation]’s Audit, Finance & Risk Committee prior to the Board’s consideration of these matters[organisation]’s Board will establish the level of buffer required to be built into the minimum fees / levies in order to maintain the organisation’s current financial position.[organisation]’s CFO / Finance Manager is responsible for determining the method under which the minimum fees / levies are calculated as well as performing the calculation. He / she is also responsible for the systems associated with the invoicing and collection of fee / levy revenue.The following [organisation] policies and frameworks should be referred to in this regard:* Finance Manual
* Budgeting & Forecasting Policy
* Revenue & Receipting Policy
* Receivables Policy
* Debt Collection & Write-off Policy
* Reserves & Restricted Funds Policy
* Tax Policy
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| **Legislative Compliance Considerations** | * Incorporated Societies Act 1908 [if an Incorporated Society]
* Incorporated Society Rules [if an Incorporated Society]
* Trust Deed [if a Trust]
* Trustee Act 1956 [if a Trust]
* Charitable Trusts Act 1957 [if a charitable trust]
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| **Review Protocol** | Policy Reviewed By: Audit, Finance & Risk CommitteeDate Reviewed: [Date]Next Review Date: [Date]Revokes Policy Reviewed: [insert date of policy superseded] |