**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 |
| **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] |
| **Review Protocol** | Policy Reviewed By: Audit, Finance & Risk Committee  Date Reviewed: [Date]  Next Review Date: [Date]  Revokes Policy Reviewed: [insert date of policy superseded] |