



## **Accountability Policy**

*Wonthaggi Neighbourhood Centre at Mitchell House Inc. (WNC) is a non-profit, charitable organisation, based on community development principles, whose purpose it is to:*

- *Provide a safe, welcoming and inclusive environment where people can meet to learn and share ideas, friendship, skills and information and improve social health and well-being.*

*This central and fundamental purpose informs policy development and is reflected in all WNC policy documentation.*

### **Introduction**

Wonthaggi Neighbourhood Centre, its paid staff, volunteers and committee members, is accountable to the Centre Users, to its funding bodies, and to the wider community for all of its operations, activities and programs.

The committee of management (COM) of *Wonthaggi Neighbourhood Centre* will ensure that adequate written information exists detailing lines of internal and external accountability for everyone involved in Centre operations, activities and programs.

### **Implementation**

#### Reporting

Regular written reports as required, from paid/volunteer workers and sub-committees/working groups will be prepared and circulated background material for management group and other meetings.

Copies of each Annual Report, including audited financial statements, will be readily available to funding bodies, Centre Users and members of the community as well as to paid staff, volunteers and committee members.

#### Assets

Wonthaggi Neighbourhood Centre will maintain an efficient system of purchasing, recording and disposing of assets in line with good practice and funding guidelines.

All items of a physical nature costing over \$1000 and that have a useful life of more than one year are treated as capital expenditure. These items are recorded on purchase in the assets register.

Assets Register of Wonthaggi Neighbourhood Centre as maintained by the Treasurer and are included in our Balance Sheet for each financial year, together with their depreciation value.

Any item included in the Assets Register that is to be sold for any reason must have approval from the Management Committee, *before* it is sold/changes hands.

The Treasurer or Coordinator will number all items of a capital nature costing over \$1000 when they are received before they are added to the Assets Register.

Each item will be insured at replacement value on an annual basis unless the management group decides that the premium cost of so doing for a particular item is more than its depreciation value and/or replacement cost.

The Treasurer and at least two other committee members will verify the Assets Register at a minimum of twelve-monthly intervals (i.e. by personally viewing each item listed).

Sales of assets with a (depreciated) value of more than \$1000 will be coordinated by the Treasurer, approval of its sale will be by the management group.

Any decision to sell smaller-value assets (e.g. where the depreciated value is less than \$1000) will be made by the Treasurer.