	Healesville Community Renewable Energy Inc **Finance04 - Payment Processes**

Policy Id	Finance04	Version	01
Policy Type	Finance	Subject	Payment Processes
Approved	May 2025	Scheduled review	May 2028

1   Introduction

Healesville CoRE has ongoing costs and expenses that are incurred in the day to day operation of the organisation. It is important that there is a consistent practice for payment of the amounts and the detail of payments is recorded so that any query or audit can be provided.

2   Purpose

The Payment Processes policy describes how Healesville CoRE will pay approved costs and expenses of the organisation.

A standard process enables the Central Committee to know that governance of Healesville CoRE payment is done securely, as part of responsible management of the organisation finances. It provides guidelines and promotes consistency when there is a change of responsible people in management roles.

3   Policy

Payment from Healesville CoRE is done by the Treasurer (or Central Committee approved nominated person) and approved by a second authority. This ensures that every payment from Healesville CoRE finances has two signatories of authority.

Payments for Healesville CoRE costs and expenses should be from a Healesville CoRE financial institution account.

Payment should be made directly by Healesville CoRE, unless there are exceptional circumstances. Healesville CoRE discourages payment done by an individual who then claims the payment as a reimbursement, as described in the Expense Reimbursement Policy.

Payment is be done by EFT.

There are some institutions and vendors that only enable EFT through credit/debit card payment. In this situation the amount is transferred to a Healesville CoRE card account, with standard authorisation provided, and the person who has ownership of the card (usually the President or Treasurer) effects that payment.

Healesville CoRE does not support e-Invoice processing. An e-Invoice is an invoice that has been issued, transmitted and received in a structured electronic format. This enables automatic direct exchange of invoices between the software systems of two businesses, without manual handling or data entry.

No payment can be made unless the appropriate authorisation has been provided, as described in the Financial Management policy (Finance01).

Payments referenced in this Policy include the reimbursement payments that are described in the Expense Reimbursement Policy (Finance06).

Payment is only made according to an authorised valid invoice or authorised Reimbursement Claim Form. A valid supplier tax invoice (in pdf format if received electronically) must include the following information:

(a) clearly marked as 'Tax Invoice';
(b) invoice date;
(c) invoice number (the invoice number must be a unique invoice number for the supplier. Invoices that do not contain a unique supplier invoice number will be returned to the supplier);
(d) ABN;
(e) GST shown as 'nil' or '10%';
(f) supplier address;
(g) supplier bank details; and
(h) supplier email address.

Consult the Australian Business Register (https://abr.business.gov.au/) to verify the supplier ABN.

Due care must be undertaken to ensure that a cost or expense payment is not duplicated.

Payment will be made within 30 calendar days of payment request received. This allows the necessary payment approval to be provided by the Central Committee if necessary, as described in the Authority of Expense Policy (Finance02). The payment time frame will be longer in December and January if the Central Committee does not meet.

No remittance advice is sent to the vendor or supplier. In exceptional circumstances, a screen print (*.pdf copy) of the transaction detail is sent as a remittance advice to the payee email address.

Payment for a foreign currency must be converted to AU$ at the spot rate applicable at the date of the payment.

4   Related Documents

Finance01 – Financial Management

Finance02 - Authority of Expense

Finance06 - Expense Reimbursement

Management01 - Central Committee Structure