

Summary of updates to the P&C Accounting Manual v4.4 April 2021

Section/Page	Action and description of change
Table of Contents (all)	All sections in P&C Accounting Manual numbered for easier referencing
Hyperlinks (all)	All hyperlinks throughout the P&C Accounting Manual reviewed and updated
Grammatical Errors (all)	Fixed grammatical errors and reworded sentences to provide clearer information
AUSKey (p.10)	Section removed as AUSKey was made redundant by Australian Government replaced with myGovID reference
P&C funds (p.14)	Updated sentence to clarify use of funds <i>"The P&C Association must not distribute funds directly or indirectly to its members, other than approved reimbursements and wages."</i>
Preparing a budget (p.15)	Reworded section of when a budget is approved to provide flexibility. Removed the strict requirement that the budget must be approved at the AGM
Cash registers (p.20)	Updated wording to reflect online cash registers and the cash float
Direct debit arrangements (p.23)	Inclusion of information regarding direct debit arrangements
Direct debit cards (p.24)	Increase of limit from \$500 to allow for purchases up to \$1000
Financial record keeping (p.44)	Information on engaging a Bookkeeper provided. The P&C Executive including the Treasurer are responsible for the financial requirements outlined in the Accounting Manual. If a Bookkeeper is used these requirements don't change.
Financial records retention (p.45)	Information provided regarding online records retention