

Management Systems

Title	Produced by	Location	Cost	Comments
Section 6: Management systems (Resources primarily related to Section 6 standards)				
Basic Guide to Non-profit Financial Management	Carter McNamara for The Management Assistance Program, USA See website for contact details under various circumstances.	http://www.managementhelp.org and select Finances (Non Profit) from the third column.	Free	Topics covered include non-profit bookkeeping and controls, managing operating budgets, managing program finances, financial analysis, and financial reporting. Contains links to appropriate tools and to other websites with appropriate content.
Financial Management FAQs	California Management Assistance Partnership (C-MAP). Copyright to CompassPoint Nonprofit Services. Email: info@compasspoint.org	http://www.genie.org and select FAQs , and then click on Financial Management . Answers to FAQs can be displayed and downloaded individually. To view and print all answers as one document, click on any answer, scroll down to the bottom of the answer and click on View all Financial Management FAQs as one long document .	Free	United States resource and so many of the frequently asked questions and answers relate to the United States tax and accounting system. However, several of the answers are particularly relevant, e.g. What Internal Controls are Needed for Cash Disbursements? (FAQ 21), What is petty cash and how should we handle it? (FAQ 22), and How do we interpret our financial statements? (FAQ 26). Also includes some sample reports.
ARCH Financial Management Manual	Association to Resource Co-op Housing (ARCH) Room 27A 94 Oxford Street Darlinghurst NSW 2010 Phone: (02) 9361 6834 or 1800 066 834 Fax: (02): 9361 6395 Email: archnsw@arch.asn.au	http://www.arch.asn.au and select Manuals . Click on 1999 Money Matters Manual . You can either browse the manual online or download it in PDF format.	Free	Designed to cover the main financial management issues for co-operatives in New South Wales. Contents include: Introduction to Financial Management; Setting Up Your Financial Management System; Operating Your Financial Management System; and Examples and Samples.

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Community.gov.au: Financial Administration	Department of Family and Community Services (FaCS), Community Branch JH5, Community Portal Webmaster, Box 7788, Canberra Mail Centre ACT 2610 Phone: 1300 653 227 or (02) 6212 9104 TTY: 1800 260 402 Fax: (02) 6212 9298 Email: feedback@community.gov.au	http://www.community.gov.au and under the heading Browse Topics , select For Community Groups and then select Financial Administration .	Free	Aims to help Australian communities and community groups find relevant, up-to-date information. The Financial Administration page contains links to Australian Taxation Office assist-For Non-Profit and other links related to Management and Governance, Taxation, Budgeting, Public Liability Insurance etc.
Tax basics for non-profit organisations	Australian Tax Office (ATO) Phone: 1300 130 248 for non-profit enquiries, including income tax, Australian business number (ABN), goods and services tax (GST) and fringe benefits tax (FBT)	http://www.ato.gov.au and select For Non-Profit Organisations . Under the heading Resources and services , select Guides . Click on the title of this publication for information on how to order a paper copy or to download a PDF version from the website.	Free	"...provides an overview of tax issues for non-profit organisations, such as charities, clubs, societies and organisations" (p2). For use by treasurers, office bearers and employees of non-profit organisations.
Income tax guide for non-profit organisations	Australian Tax Office (ATO) Phone: 1300 130 248 for non-profit enquiries, including income tax, Australian business number (ABN), goods and services tax (GST) and fringe benefits tax (FBT)	http://www.ato.gov.au and select For Non-Profit Organisations . Under the heading Resources and services , select Guides . Click on the title of this publication for information on how to order a paper copy or to download a PDF version from the website.	Free	"...prepared by the Tax Office to help non-profit organisations understand their income tax obligations and entitlements... It will help you work out if your organisation is exempt from income tax... It also explains the income tax treatment of non-profit organisations that are not exempt" (p2).

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GiftPack for deductible gift recipients and donors	<p>Australian Tax Office (ATO)</p> <p>Phone: 1300 130 248 for non-profit enquiries, including income tax, Australian business number (ABN), goods and services tax (GST) and fringe benefits tax (FBT)</p>	<p>http://www.ato.gov.au and select For Non-Profit Organisations. Under the heading Resources and services, select Guides. Click on the title of this publication for information on how to order a paper copy or to download a PDF version from the website.</p>	Free	<p>"...designed to help deductible gift recipients (DGRs) and donors understand income tax deductible gifts...use this guide if you are involved in administering an organisation entitled to receive tax deductible gifts or an organisation seeking to receive tax deductible gifts" (p2).</p>
Health and Safety: A Guide for the Office	<p>Department of Industrial Relations Workplace Health and Safety</p> <p>Phone: 1300 369 915 (general contacts)</p> <p>See website for various office locations around the State.</p>	<p>http://www.whs.qld.gov.au and select Publications, then select Guides. Select O on the alphabetical scale to access the resource.</p>	Free	<p>"...provides information and practical guidance for managing office health and safety" (p2).</p> <p>Includes sections on Workplace Health and Safety Legislation, Managing Office Health and Safety, and People, Materials, Equipment and Environment.</p>
Officewise: A guide to occupational health and safety in the office	<p>Comcare GPO Box 9905 Canberra ACT 2601</p> <p>Phone: 1300 366 979 (local call rate)</p> <p>Email for Occupational Health and Safety enquiries: ohs.help@comcare.gov.au</p>	<p>http://www.comcare.gov.au and select Safety, then select OHS Publications. Click on Browse publications by subject and under the heading Preventing and Controlling Hazards, select Work Environment. This is one of a number of booklets on the same topic that can be downloaded from this web page.</p>	Free	<p>A guide to occupational health and safety in the office. This manual is written for anyone involved or interested in health and safety in offices.</p>
Fire Safety Data Sheet: Fire Safety In The Office (FSDS 7)	<p>Fire Protection Association Australia PO Box 1049, Box Hill, VIC, 3128</p> <p>Phone: (03) 9890 1544</p> <p>Fax: (03) 9890 1577</p> <p>Email: fpaa@fpaa.com.au</p>	<p>http://www.fpaa.com.au and select Information.</p>	Free	<p>Covers information on Fire Prevention, Arson, Maintenance, How to Plan Ahead and What to do if a Fire Occurs.</p>