

P-01 Financial Management Policy

Arden Energy Pty Ltd (ACN 660 438 219) · Version 1.0 · Effective 1 July 2026 · Next review 1 July 2027

1. Purpose and scope

This policy sets how Arden Energy Pty Ltd ("the company") manages money. It applies to all directors, employees and contractors, to the company's commercial activities, and to every activity funded in whole or part by a grant, development-finance or other donor funding ("funded activities"). Where a funding agreement is stricter than this policy, the funding agreement applies.

Where a role is not yet filled, the Board appoints a person to carry out its duties until it is.

2. Principles

1. Every dollar is spent only on an approved budget line, for the purpose it was approved.
2. No cost is funded twice. A cost paid from one funder is not charged to another funder or source.
3. One person never starts, approves and releases the same payment.
4. Records are complete enough for an auditor to trace each payment to a contract, an invoice and a delivery.
5. Funds are held and reported in the currency the funding agreement requires. Other currencies are converted at the rate on the day of payment and recorded.

3. Accounts and ledger

1. Funding received for a funded activity is held in a dedicated bank account, separate from the company's operating accounts, where the funding agreement requires it or the funder asks for it.
2. The Finance and Grants Officer keeps a separate ledger for each funded activity, coded by budget line. Costs paid by co-financiers are recorded in their own ledger and never coded to another funder.
3. Bank reconciliations are prepared monthly and reviewed and signed by the Board within 10 business days of month end.
4. Advances to suppliers are recorded as prepayments and cleared against delivery.

4. Budget control

1. The approved budget is the baseline. The Project Coordinator reports spend against it every month.
2. A transfer between budget lines of more than 10% of the line, or any change that alters a component total, is approved by the Board and notified to the funder before it is made. Changes beyond the limits in a funding agreement need the funder's written approval.

3. No lump-sum payments are made. Every payment is against a quantity, a unit rate or a contract milestone.

5. Payments and delegations

Payment amount (USD or equivalent)	Prepared by	Approved by	Released by
Up to 5,000	Finance and Grants Officer	Project Coordinator	Finance and Grants Officer
5,001 to 25,000	Finance and Grants Officer	Board	Finance and Grants Officer
Above 25,000	Finance and Grants Officer	Board	Finance and Grants Officer and a second authorised signatory

The person who awards a contract does not release payment against it. The second authorised signatory is a second Board member or a senior officer named by the Board.

6. Pre-financing and bridge funds

Costs paid before a funding instalment is received are recorded as pre-financed by the company or by a co-financier or investor, and are repaid only from the next instalment. No interest or return is charged to the funder.

7. Reporting

The Finance and Grants Officer prepares the financial report for each reporting period or milestone. The Board signs it. Supporting documents are kept as set out in section 8.

8. Records and audit

1. Records are kept for seven years after a funded activity closes, or longer if the funding agreement requires.
2. An independent external auditor audits funded-activity receipts and disbursements when the funding agreement requires it. The company gives the auditor and the funder full access to records.
3. The company's annual statutory audit continues as required by the Corporations Act 2001 (Cth).

9. Review

The Board reviews this policy each year and whenever a funding agreement changes. Changes are adopted by written resolution and recorded in the policy register.

Document control

Version	1.0
Effective	1 July 2026
Next review	1 July 2027