budgetly

Managing Charity and Non-Profit Expenses with Budgetly.

budgetly.com.au

Virtual Card

budgetly

7867 5678 2364 5978

02/25

JOHN A CITIZEN

VISA

Payment Details

Amount $89.99

Budget Research

YOUR PURCHASE IS APPROVED

Amount $89.99 Add your receipt

10:40

Your Budgets

Training Team Sydney

Total Spent $675.00

Available $225.00

Research

Total Spent $2,464.50

Available $225.00

Per diem allowance

Total Spent

Available $60.00

budgetly

7867 5678 2364 5978

HN A CITIZEN 02/25

VISA

budgetly

What's in this eBook?

All you need to know about how Budgetly helps charities and non-profit organisations manage their spending better.

budgetly.com.au

What is Budgetly?

Take control of your charities expenses!

Budgetly is a prepaid corporate card provider that takes the pain out of expense management for charities and non-profits.

With our prepaid corporate cards + Budgetly web application, charity owners and finance personnel can issue cards with spending limits - giving them better control over their entire expense process.

Trusted by:

Did you know?

On average, charities spend

291 annual paid hours

+47 volunteer hours on reporting requirements
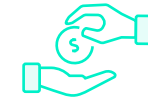
The Victorian Council of Social Services

60% of donors are concerned that charities overspend on administrative expenses

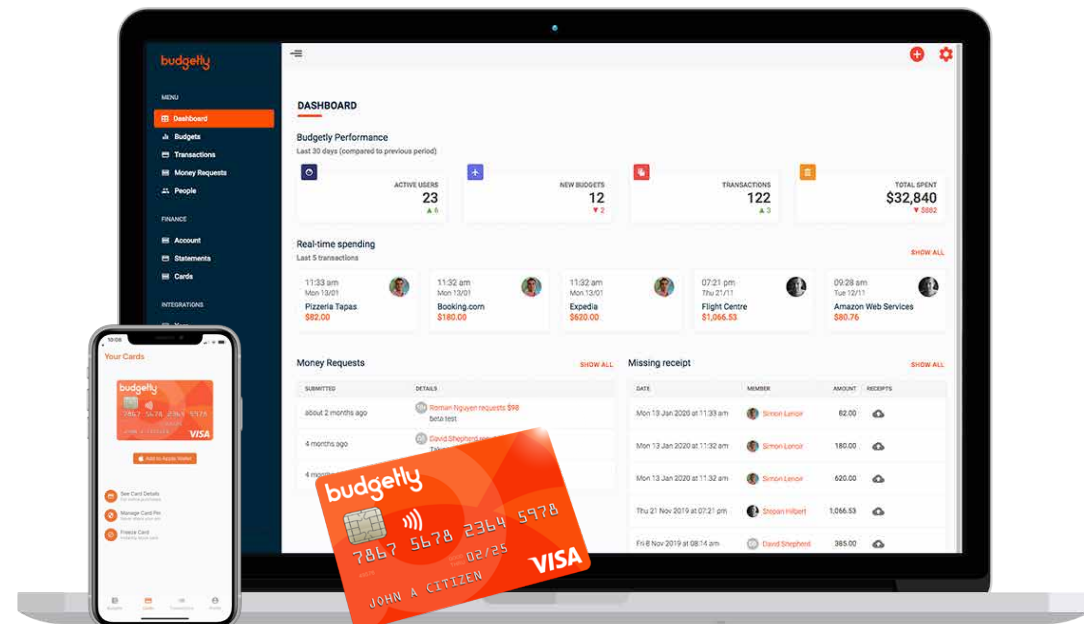Grey Matter Research & Consulting

32% of people believe that

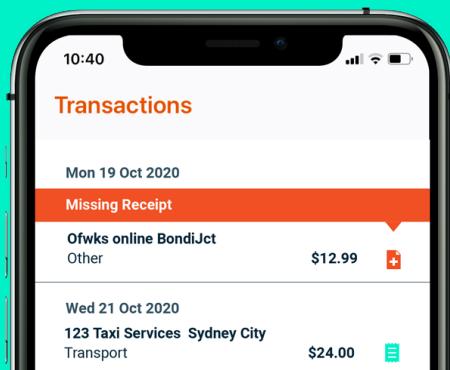**100%** of money raised by charities should go 'to the cause'

World Vision

How does it work?

The first solution of its kind built in Australia! Budgetly challenges the dated and tedious manual methods that charities use to manage their expenses.

Non-profits spend too much time manually tracking their expenses. With Budgetly, you can now take control of your charity's expenses and reduce manual workload - all while empowering staff and volunteers to pay for what they need to do their jobs efficiently.

Easy, stress-free expense management. Our latest technology ensures that your charity expenses are managed simply and securely.

10:40

Transactions

Mon 19 Oct 2020

Missing Receipt

Ofwks online BondiJct
Other $12.99

Wed 21 Oct 2020

123 Taxi Services Sydney City
Transport $24.00

The old way

Undefined spending impacts productivity and puts strain on reactive finance

Purchasing

- Corporate cards are being shared amongst staff
- Boundless purchaes are made
- Employees spending their own personal money to make work-related purchases

Receipts

- Finance staff are constantly chasing expense receipts
- Paper or email receipts are collected
- Purchases are manually categorised

Reporting

- Expense reports are submitted and need approval every time
- Manual data-entry into accounting software
- Expense reporting is time consuming and difficult

Reimbursement

- Need to reimburse out of pocket employees
- Slow reimbursements cause employee cashflow problems

...is tedious and time-consuming.

With Budgetly

No more reimbursements to any employee

1. Everyone provided with Budgetly cards and access to virtual cards

2. Set and allocate budgets with spending rules

3. Budgetly tracks and categorises purchases as they happen

4. Expense data automatically synced with accounting software

...automation saves time and resources.

Enjoy unlimited access to all Budgetly features!

Empower your staff and volunteers with a better spending experience.

FOR YOUR FINANCE TEAM

Goodbye to reimbursements
Your finance team will be thrilled. No need to call or email users for expense receipts.

Simplifies bookkeeping
Eliminates expense reports and tedious tasks for your finance team.

Manage subscriptions and memberships
Virtual Visa cards for each subscription or specific vendor give you the ability to disable cards and subscriptions at any time.

Sync with Accounting software
Eliminate double-handling to streamline and speed up your account process. You no longer have to manually enter receipt information into Xero.

Reduce risk of fraud
Track payments in real-time wherever you are to identify any suspicious purchases. Easily disable any compromised cards and instantly issue a replacement.

FOR CHARITY OWNERS, STAFF, AND VOLUNTEERS

Flexible spending within budget every time
Users can request money at any time from their mobile. Budget owners have the capability to make funds available to users instantly. Spending rules and vendor restrictions ensure your teams stay within project budget or employee entitlements limits.

Visibility to plan and adapt
Expense tracking shows budget spend status in real-time so you can identify and address any concerns or potential shortfalls before they beccome a problem.

Protect employee and company data
Two-factor authentication security and 256-bit encryption protects personal and financial information. Safely utilise higher transaction limits than traditional credit cards immediately.

No more shared cards
Issue plastic and virtual VISA cards as they are needed.

Fast and accurate
Transactions are automatically authorised or declined at the time of sale. Spend amount, GST, merchant and category details are submitted instantly.

Guaranteed Receipts
Notifications prompt users to submit receipts at the time of purchase. Remove the hassle of storing crumpled receipts in an envelope or digging receipts out from emails at the end of each month.

Improve company policy compliance
Set rules encoded into cards ensures company policies are aligned and enforced.

Audits made easy with Budgetly

We know non-profit audits can be tough. That's why Budgetly is designed to reduce most of the manual work done during audit time.

How do we help with audits?

1 Reduce paper documents

✓ **No more big folders!** Our software allows you to track, store, and retrieve your monthly expense statement easily.

2 Receipts all in one place

✓ **Never lose a receipt again.** Simply capture a picture of the receipt, upload it into the app, and it's automatically recorded into the software. An auditor needs a receipt? With Budgetly, you click one button and it's there.
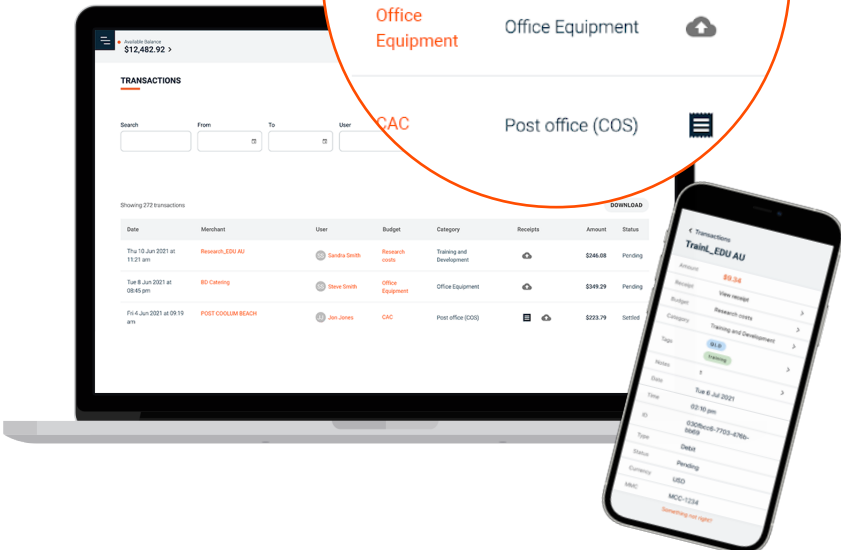
3 Immediate bank reconciliation

✓ Manual reconciliation is prone to errors. Our software automatically fills staff transactions with dates, merchant names, and budget categories, so you'll never have to do it yourself!

4 Real-time expense tracking
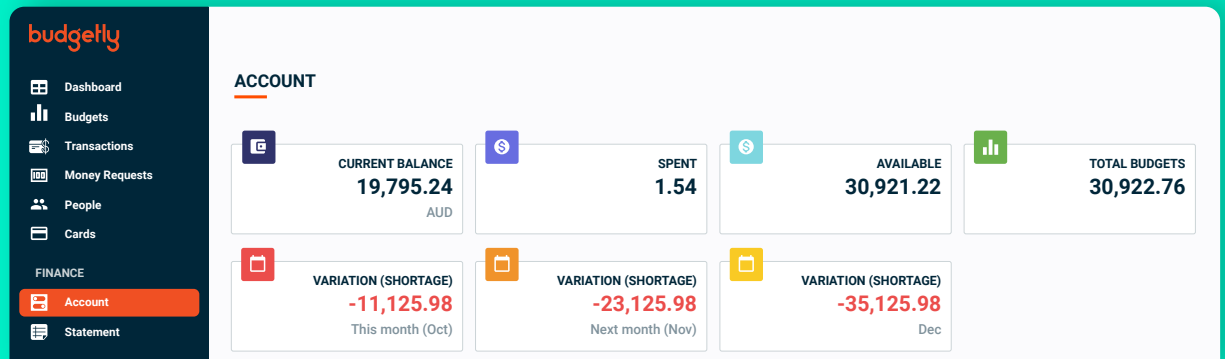
✓ Get better visibility and complete transparency on where your money (and donor money) is spent and eliminate discrepancies in your non-profit's financial statements.

5 Integration with accounting software

✓ Need a copy of your accounting program files? Our integration with accounting software such as Xero means you spend less time manually searching for audit information.

Getting started with Budgetly

Getting started with Budgetly is quick and easy!

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- Dashboard
- Budgets
- Transactions
- Money Requests
- People
- Cards

FINANCE
- Account
- Statement

ACCOUNT

CURRENT BALANCE	SPENT	AVAILABLE	TOTAL BUDGETS
19,795.24 AUD	1.54	30,921.22	30,922.76

VARIATION (SHORTAGE)	VARIATION (SHORTAGE)	VARIATION (SHORTAGE)
-11,125.98 This month (Oct)	-23,125.98 Next month (Nov)	-35,125.98 Dec

Here's the process...

Step 1
Sign up

Charity staff member signs up with Budgetly on behalf of the charity.

Step 2
Instant access

Your finance team gets instant access to the platform. They can set up budgets and start their Know Your Business (KYB) and Know Your Customer (KYC) verifications, which takes up to 24 hours.

Step 3
Load funds

Your finance team sends money to the secure Budgetly account, which is managed by National Australia Bank (NAB), and covered by the Australian Government Guarantee Scheme.*

Step 4
Invite Users

Your finance team invites users to Budgetly (all staff or volunteers who will be issued cards).

Step 5
Get cards

Budgetly issues cards to your staff and volunteers.

There are three kinds of roles in Budgetly with different levels of access:

1 **Admins**
Control over all settings and can view everything.

2 **Budget Owners**
Users who can control their own budgets.

3 **Budget Members**
Staff who don't control budgets, but can get money allocated to their card.

The following table shows Admin and User roles.

Person role	Admin	User	
Budget role		Owner	Member
View finance & settings menu	✓	✗	✗
Create user	✓	✗	✗
Request a card	✓	✗	✗
Create new budget	✓	Purchase order	Purchase order
Approve budget	✓	✗	✗
Allocate money within budget	✓	✓	✗
Request extra money from budget owner	-	-	Within budget
Request budget increase	-	Outside Budgetly	✗
View transactions	All	Within budget	Own only
View missing receipts	All	Within budget	Own only

## How do I manage my charity's cash flow in Budgetly?

Simply transfer money into your Budgetly account every month so that you can apply to the various budgets accordingly. You'll be able to view all cash flow projections in our web application - so you'll always know what to expect in your expenses.

BUDGET CASH FLOW

	JAN	FEB	MAR
Opening cash	$50,000.00	$30,160.00	$7,320.00
Budgets - Spend Projections			
Marketing	$4,000.00	$6,000.00	$6,000.00
Utilities	$14,000.00	$6,000.00	-
Travel	$1,840.00	$1,840.00	$1,840.00
Advertising	-	$4,000.00	$2,000.00
Training	-	$5,000.00	-
Total Monthly Budget Spend	$19,840.00	$22,840.00	$9,840.00
Closing Cash	$30,160.00	$7,320.00	-$2,520.00

How much does it cost?

Budgetly aims to provide Australian charities and non-profits with technology that's usually only affordable by larger companies for a fraction of the cost.
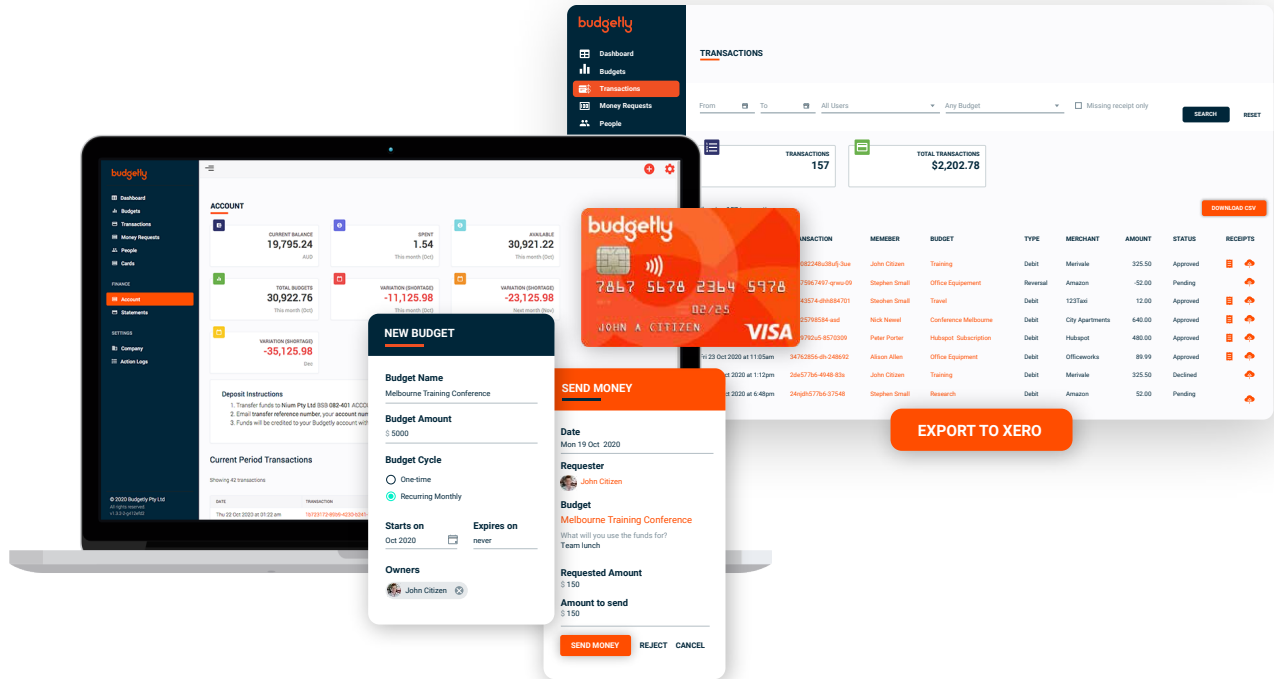
Get unlimited features for $59 AUD per month.

Included in your subscription, you'll receive one card to get you started with full access to our system, unlimited account users, plus our white glove onboarding. See latest Pricing here

Only $10 per additional card.

Includes:

• Budget and spending controls
• On-the-spot receipt capture
• Xero integration
• Virtual cards & Plastic cards
• Mobile app

No limits

• Unlimited budgets
• Unlimited payments
• Unlimited support

The best FX rate is with Budgetly:

• Multi-currency
• No margin on FX
• Only 0.5% above interchange rate
• Don't pay 2.9%

1

Book a demo

Learn how Budgetly can help you manage team spending.

We'd love to answer any of your questions.

Schedule a demo

2

Sign up

Get instant access to all of Budgetly's next-gen expense platform.

- Elimiate the hassle of card sharing
- Improve budget management
- Stop chasing receipts
- Take control of business expenses

3

Allocate budget and invite users

Set budgets and add budget members to get started.

Make purchases with virtual cards or physical cards. Personalised cards will be made and sent to users within a few days.

How much does it cost to start using Budgetly?
For $59 AUD per month, you'll receive one card to get you started with full access to our system, plus our white glove onboarding. See our latest pricing here

Do I pay $10 AUD per card or per user?
Budgetly charges only $10 AUD per card. You can have as many users as you like in your account, so it's free for your accountant.

Does your pricing include GST for subscribers in Australia?
We will add GST to your invoice. All prices listed are exclusive of goods and services tax.

Are there any hidden fees?
In the fine print written in our product disclosure statement, we outline all additional costs:

- Certain merchants may charge an additional fee if the card is used to purchase their goods or services. This fee is solely determined and charged by the merchant.
- When your staff attempt to make a payment without allocated funds, the transaction is declined by Visa and Budgetly is charged a fee. We add a $1 declined transaction fee to your monthly invoice.
- In the rare case where the Visa card is not accepted by a merchant, it might be convenient to allow your employees to use an ATM. In such scenarios, ATM operator fees may

be charged. This fee is solely determined and charged by the ATM operator. Example of ATM fees are: ATM Fee (Domestic) $3.00 / ATM Fee (International) $5.00 / ATM Inquiry Fee $0.50.

- If you make a transaction in a currency other than AUD, the transaction will be made at the applicable exchange rate + 2.99% fee. It's standard in the industry.
- Fraudulent Chargebacks of $50.00 is a standard fee in the industry.
- We charge $5 for issuing a new virtual card, then $10 per month.
- We charge $10 for issuing a new physical (plastic) card, then $10 per month.

What is the type of card that will be given to me?
You will be given a fully functional Visa corporate card.

How soon will the card be issued to me?
The virtual cards are issued out instantly as soon as your account is activated. Physical cards will be mailed out to you within 3 business days.

Can I withdraw cash with my physical card?
Yes, you certainly can or you can block withdrawals. Your physical card functions exactly like any bank's debit card. This means that you'll be able to withdraw from any bank or ATM of your choice. Budgetly does not charge any transaction fee, but you might incur a withdrawal

fee from the bank's ATM.

Can I block any cash withdrawals on the virtual and physical cards?
Yes definitely! You have total control over card restrictions.

Is there a limit on how many payments I can make per month?
Our system does not limit the number of payments you can make per month. We do not believe in penalising our customers for making payments.

Do the cards have to be issued in someone's name?
Because of banking regulations, all cards must be issued to an individual's name.

Can one user have multiple cards in their name?
A user can have as many cards to their name as they wish. Currently, there are no limits to the number of virtual and physical cards that a person can own.

How long am I stuck in a contract?
Our service is free of obligations. You pay by the month and can cancel whenever you want. To close your account, simply contact your Account Manager or create a ticket here.
Once all your transactions have settled, we'll transfer your balance back to your nominated corporate bank account. Your finance team will also retain access to all your statements and we will ask for your feedback to improve our service.

Do I need to set up a business bank account to use Budgetly?
We're all about making things easy, so we'll open your new bank account through our partner Nium with NAB (National Australia Bank).

Are my funds secure?
Yes. When you deposit funds into your Budgetly account, they are held with an Authorised Deposit-Taking Institution (ADI), and the Australian Government guarantees deposits up to $250,000. Budgetly is a well-funded software company, and we technically and legally can't use your funds for our own cash flow.

Is Budgetly software secure?
Without a doubt. The simple answer is that we take every step to protect any personal information transmitted via our online products and services, including payment information. The technical answer is that all information is secured by 256 bit SSL encryption to encode the data we transmit, keeping it confidential. Our servers are deployed to Amazon Web Services (AWS), a PCI DSS Level 1 compliant provider.

Tell me more about your anti-fraud detection system?
All payments on the card we provide are monitored by Visa Advanced Authorisation. With over 150 billion transactions per year, Visa AI is the world's best fraud prevention system and a premium service that you can access thanks to our card issuing partner Nium.

Where can I find your legal documents?
Upon registration, we will ask you to review the terms & conditions, service agreement, product disclosure statement, and financial service guide. All documents are available online in our legal hub.

How do I deposit funds into the Budgetly account?
You can use your existing business bank account to deposit funds into your Budgetly account. Deposit instructions can be found inside Budgetly.

How long does it take to transfer funds?
The first deposit would take 24 to 48 hours to appear on your Budgetly account. The next deposits are reconciled to your Budgetly account in real-time. Your funds are available instantly on the cards upon arrival to your account.

Can I edit and adjust my charities budgets as needed?
If you're the assigned administrator for your company's account under Budgetly, you will be able to control and edit budgets easily whenever you want.

Can I see my staff and volunteers' transactions in real-time?
Yes certainly. You'd be able to see all your updates under the 'Action Logs' column in the Budgetly app. Whether it's transactions, adding users, or editing budgets, you'll have full visibility into every single action that's taking place in real-time.

Will there be a tracking number for all my charity's transactions?
Yes, you will be able to see a tracking number for each transaction on the Budgetly app or desktop. If you are using Xero tracking numbers, we have it too.

Can I add notes when making a transaction?
Each transaction is built with a 'note' section which you can provide an explanation of your expenditure. Your note will be visible to the budget administrator for your company.

What happens if a receipt isn't uploaded to the Budgetly app or desktop?
If you're unable to attain a receipt for any reason, you'd still be able to push transactions through to your charity's accounting software.

What if I don't use Xero as my accounting software?
Our system is compatible with all accounting software. You can download the CSV file and upload it to any accounting software of your choice.

Is there a minimum system requirement to use Budgetly?
You would need a smartphone with an Android or iOS operating system that has access to Google Play or the Apple App Store.
On a desktop, Budgetly suits most devices with

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an updated browser. We recommend Google Chrome, but we are also compatible with the latest versions of Firefox, Safari or Edge. You can check your browser here, if you're unsure of your browser version.

Want to know more or prefer to talk to us?

Schedule a demo

Or visit budgetly.com.au