



Club Procedure MARGOV003

Expenditure Procedure

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Guideline Topic:	Expenditure Procedure
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1. Purpose and Background

- 1.1 The Expenditure Procedure provides elected officers with a defined process for the expenditure of club funds that are beyond their discretionary spend limit.
- 1.2 The Expenditure Procedure protects the Club from unauthorised spending of Club finances by Club officers and members.
- 1.3 The Director of Finance (Treasurer) and the Board are responsible for the solvency of the Surf Life Saving Club in accordance with the *Association Incorporations Act* and retain control of finances and expenditure on behalf of Club members.

2 Policy Statement

- 2.1 No elected or appointed Officer of the club will expend money over the discretionary spend limit.

3. Applicability

- 3.1 This procedure applies to appointed/elected officers of the Marcoola Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Board, all elected and appointed Officers of the Club.

4. Statutory/Constitution/By-Laws Requirements

- 4.1 This procedure specifically relates to the *Association Incorporations Act*, and Section 35 of the Constitution.; By-Laws Section 7.5.



5. Procedures

- 5.1 If the proposed expenditure exceeds the Officer's discretionary spend limit, the Officer is to raise a motion at their operational committee identifying the following:
- A description of the item/s to be purchased;
 - Overview of the requirement for the item/s;
 - A minimum of two (2) quotes unless from the clubs preferred supplier list.
- 5.2 The relevant committee meetings minutes need to show the motion was moved and seconded by a member from the relevant committee and that the motion was agreed to by the majority of the committee.
- 5.3 The minutes are also to identify (this may be in the form of an attachment):
- Name and address of supplier
 - ABN Number;
 - Full item details;
 - Item cost;
 - Delivery point;
 - Supplier contact;
 - If the purchase is included in the current budget; and
 - If the item is outside the current budget the urgency of the purchase should be clearly articulated.
- 5.4 The minutes are to be forwarded to the Club Secretary who will ensure the requested expenditure is discussed at the next Board Meeting. Should this be an urgent request, the Club Secretary, upon being informed of the urgency, will forward an email, out of session, for Board approval or non-approval of the expenditure.
- 5.5 The Secretary will inform the relevant Chairperson of the committee of the Board's decision as soon as practicable.
- 5.6 The Secretary will also liaise with the Administrator to ensure the purchase order on the supplier/service provider is raised.
- 5.7 The Administrator will raise the purchase order in line with the details provided in the relevant committee minutes.



- 5.8 The Administrator will notify the Chairperson of the relevant committee when the goods arrive.
- 5.9 It is the responsibility of the Accounts Officer to place the item into the asset account in XERO. The auditor will then include this item into the asset register.
- 5.10 If the purchase relates to sale items, the Administrator will enter the items into the POS system.
- 5.11 The Administrator will ensure all expenditure items are coded and recorded in the Profit and Loss Account.
- 5.12 No ordinary member is authorised to expend funds on behalf of the Club.
- 5.13 No elected officer or member is authorised to expend funds on behalf of the Club, unless that person possesses a discretionary expenditure limit, which has been approved by the Director of Finance.

Authority

Peter Hourn
President