



Anglesea SLSC Policy Document

Reference: 013

Reviewed: 16/09/2020

TITLE: Policy on Expenditure

PURPOSE

To provide guidance to Directors, Club leaders, Club employees and members in respect to expenditure of Club funds.

Policy:

Although an item may appear in the Clubs approved budget, this does not constitute authorisation to incur the expense. Authorisation is dependent on income and cash flow from time-to-time. This may require that approved expenditure be deferred until the cash position improves. This policy applies to provision of goods and services.

Policy Statement

Expenditure by ASLSC requires accountability, justification for the purchase and confirmation of funding prior to engaging with suppliers. The value of the order or agreement will dictate the process that needs to be adhered to by officers, employees or representatives of ASLSC and these requirements are outlined in Table 1 Quotation & Tender Requirements for items included in the approved budget.

Table 1: Quotation & Tender Requirements for Items Included in Approved Budget

Value of Order/Agreement	Minimum Requirement	Approval
Less than \$500	Optional requirement for quote if under \$500. ASLSC purchase order if order is greater than \$250	ASLSC Directors responsible for cost centre, General Manager, Director of Finance or President.
\$501 to \$5,000	2 written quotes (where possible) ASLSC purchase order	Two of the following: - ASLSC Directors responsible - General Manager - Director of Finance - President
\$5,001 to \$20,000	3 written quotes, with at least one quote from a Strategic Supplier where possible. ASLSC purchase order	Three of the following: - ASLSC Directors responsible - General Manager - Director of Finance - President
\$20,001 to \$100,000	3 quotes, with at least one quote from a Strategic Supplier where possible. ASLSC purchase order	ASLSC Board
Greater than \$100,000	Tender Process, with at least one bid from a Strategic Supplier where possible	ASLSC Board



Anglesea SLSC Policy Document

Reference: 013

Reviewed: 16/09/2020

For regular service contract items (e.g. utilities, contracted services/suppliers) that have regular payments can be authorised by the General Manager. These service/supplier contracts are to be reviewed at least every two years or when there is a change in service/supply required.

For procurement of items/services not included in the approved ASLSC budget the following process must be adhered to:

- In the first instance, if new income or savings to the existing approved ASLSC budget is possible then, approval is required from two of the following: General Manager, Director of Finance and/or President;
- If the above is not possible then:
 - Less than \$5,000 – Approval required from two of the following: General Manager, Director of Finance and/or President; or
 - Greater than \$5,000 – Approval required from ASLSC Board.

Purchases from all service providers and suppliers must be covered by an ASLSC purchase order (if over \$250). Comprehensive and well documented records must be maintained on all acquisitions of goods or services made by ASLSC.

These simple instructions will assist us to manage the Club's cash flow.

If an order is placed without following this procedure any payment will only take place as funds become available. If this means that payment and/or delivery is delayed that will be the responsibility of those placing the order.

Strategic Suppliers/Contractors:

Where possible, ASLSC will make positive efforts to utilise the following groups of Strategic Suppliers/Contractors:

- Surf Coast and regional businesses;
- ASLSC members who are able to provide relevant goods or services; and
- Contractors who foster sound environmental practices and ecological sustainability.

Wages

The General Manager is authorised by the Board to authorise staff wages. With the Vice President Operations responsible for authorising the General Manager's wages. In their absence the Director of Finance or President authorise wage payments.

Comprehensive and well documented records must be maintained of hours worked and leave as applicable.