



Brisbane North Netball Inc.
Procedure No GOV 003

EXPENDITURE LIMIT AUTHORISATION PROCEDURE

Document Control

Version Control

Date	Version	Details	Author
11 June 2019	1	Initial Introduction of Procedure	Secretary

1. Purpose and Background

- 1.1 The Expenditure Limit Authorisation Procedure provides Board members and the Operations Manager with a discretionary spend limit for the efficient management of the Club purchases and expenses.
- 1.2 The Expenditure Authorisation Procedure provides Club Officers with the flexibility to make small urgent purchases to maintain operational efficiency.
- 1.2 The Expenditure Authorisation protects the Club from unauthorised spending of Club finances by Board members, employees and members.

2 Policy Statement

- 2.1 No elected or appointed member; or the Operations Manager shall expend money over their discretionary limit without prior approval from the Finance Officer.
- 2.2 Expenditure Authority Limits can be found in Appendix A to this document.

3. Applicability:

- 3.1 This procedure applies to appointed/elected Officers of the Brisbane North Netball Club, employees (including coaching staff, managers the Operations Manager) and members. The responsibility of implementing this policy/procedure rests with the Finance Officer, the Board and 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*, Constitution Clauses 41, 42, 43 and 44; Policy No Gov 003.



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Procedure No GOV 003

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5. Procedures

- 5.1 The need to expend club funds is identified by the approved Club Officer, and the amount is within the Officer's limit, the Officer may:
- 5.1.1 Make the purchase using personal credit card or cash, collect the goods, and ensure a receipt is provided for the purchase;
 - 5.1.2 Lodge the receipt with the Club's Finance Officer;
 - 5.1.3 The Club's Finance Officer is to ensure a payment is made as soon as practical after the submission of the claim.
 - 5.1.4 Alternately, the approved Club Officer is to notify the Club Finance Officer of the required purchase and provide a quote or details of the item/s to be purchased, this includes:
 - i. Name and address of the supplier;
 - ii. Item details;
 - iii. Item cost;
 - iv. Delivery point; and
 - vi. Supplier contact.
 - 5.1.5 The Club Finance Officer will ensure a purchase order on the supplier/service provider.
 - 5.1.6 Item/s will be delivered or collected as per the purchase order.
 - 5.1.7 No ordinary Club Member is authorised to expend funds on behalf of the Club.
 - 5.1.8 No elected or appointed Officer or employee whose position is not on the Expenditure Authorisation Limit list is authorised to expend funds on behalf of the Club under any circumstance.

Authority

Rachelle Swan
President



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APPENDIX A

ITEM	VALUE	AUTHORISATION	QUOTES REQUIRED
All Expenditure (Capex/Opex)	>\$5000.00	Brisbane North Netball Board	Minimum of 2 written quotes
All Expenditure (Capex/Opex)	>\$500.00 & <\$5000.00	2 Board Members (1 being the Finance Officer)	Minimum of 2 written quotes
Repairs and Maintenance	<\$500.00	Any 2 Board Members or 1 Board Member and 1 Operations Committee Member or 1 Board Member and the Operations Manager	Minimum of 1 written quote
Repairs and Maintenance	>\$500.00 & <\$5000.00	2 Board Members (1 being the Finance Officer)	Minimum of 2 written quotes
Capex/Opex Expenditure	<\$500.00	Finance Officer, Operations Manager	Minimum of 1 written quote