

Scope

This policy provides a guide for office bearers and members of Tugun SLSC regarding the purchase of items on behalf of the club and any subsequent reimbursement of such expenditure.

Objectives

This policy aims to

- Clarify Tugun SLSC's position relating to purchases on behalf of the club.
- Clarify the process for gaining reimbursements from the club for items purchased.
- Outline the necessary documentation relating to purchasing of items and reimbursing of funds.

Policy

PURCHASING ITEMS UNDER \$200.00

- All items under \$200.00 purchased on behalf of the club must be done with the approval of either the President or two (2) Executive Committee members prior to purchase. Order forms can be completed and signed by the President or two Executive Committee members.
- No item is to be purchased on behalf of the club without the permission and knowledge of the President.
- Should a member purchase items on behalf of the club without prior permission then they forfeit their automatic right to gain reimbursement or have the club pay for the good or service provided.
- The Club Captain may purchase items under \$200 outside of this policy to ensure that Patrols are maintained. These purchases then will be reviewed by the President or 2 executive members.

PURCHASING ITEMS OVER \$200.00

- All items of expenditure over \$200.00 need to be approved by the Club Executive Committee.
- A proposal and quotes must be submitted to the President/secretary for inclusion into the Executive Committee Agenda.
- The proposal should include the following
 - Portfolio that requires the items (i.e. Life saving, surf sports, juniors)
 - Description of the item
 - Quotes for the item (minimum x 2)
 - Reason why the item is needed
- The proposal should not be more than one (1) typed A4 page.
- If the proposed purchase is of an urgent nature the executive may decide on the merit or otherwise of the purchase by flying minute. Any such flying minute will be entered into the minutes of the next management committee meeting.

PROCESS FOR EVENTS

- A proposal and budget must be submitted to the club for inclusion into the Executive Committee Agenda.
- Once the event is approved – all monies received for the event must be sent to the club so that they can be receipted and/or invoices issued appropriately (as per ATO guidelines).
- All invoices received must be attached to the appropriate order form and given to the club administrator for payment.
- If the event is not approved then no reimbursements or payments will be forthcoming.
- Members are only permitted to purchase emergency items on the day of the event after approval by the President and/or 2 members of the executive.

PROCESS AND DOCUMENTS FOR REIMBURSEMENT

- If an office bearer/ member purchases items on behalf of the club using their own monies then all reimbursements must be done on an official club Expense Claim Reimbursement Form.
- This must be completed in full with attached receipts, signed by the member and counter signed by the President and/or 2 members of the executive.
- Reimbursement will be done via bank transfer only, bank account details must be provided (Only upon request will a cheque be issued).
- Reimbursement will occur immediately if the item was prior approved. If the reimbursement is for non-approved items then it will need to be approved per items 3 and 4 above prior to the reimbursement occurring.

Definitions

Nil

Documentation and references

Purchase Order Form, Reimbursement Form, Cash Advance form and Cash Advance Declaration will be applicable as appropriate.

Compliance reference

Not Applicable