

# **EXPENDITURE POLICY**

**Date of approval**                      20<sup>th</sup> May 2004.

**To be reviewed as required**

## **1. POLICY STATEMENT**

The aim of this policy is to guide inform members of the Committee of Management of the process for approval of expenditure made on by committee members as they fulfill their roles as members of the committee.

## **2. PROCEDURES**

Committee members must obtain approval from the committee prior to making purchases over \$250.

1. If a purchase of greater than \$250 must be made prior to the next Committee meeting, approval can be given by the Treasurer and the Committee will be advised at the following Committee meeting.
2. Invoices should be addressed to the title of the committee member (eg “the treasurer”) to ensure necessary approvals and minimise confusion when committee members change at the end of the year.
3. Invoices should be approved for payment by the Committee Member responsible for the purchase prior to being sent to the bookkeeper for payment.

## **RELATED POLICIES**

Committee member position descriptions

## **RESPONSIBILITY**

Treasurer