



GVN611 - Expenditure Policy

1. Purpose and Background

- 1.1. This policy provides Moore Park SLSC's elected and appointed officers with a clear process for authorising expenditure beyond individual discretionary spending limits. It protects the Club from unauthorised spending and ensures all financial decisions are managed in compliance with relevant laws and governance standards.
- 1.2. The Treasurer and the Board of Directors remain responsible for the financial solvency and stewardship of the Club, as required under the Associations Incorporation Act and the Club's Constitution and By-Laws.

2. Policy Statement

- 2.1. No elected or appointed officer shall expend Club funds beyond their approved discretionary spending limit without appropriate authorisation.

3. Scope

- 3.1. This policy applies to all elected and appointed officers of Moore Park SLSC.
- 3.2. Responsibility for implementing this policy rests with the Board of Directors and the Director of Finance, in conjunction with all officers involved in Club expenditure.

4. Authorised Expenditure Limits

VALUE	AUTHORISATION	DOCUMENTATION
< \$200	Officer in line with their responsibilities	Noted in respective Committee Meeting
\$200-\$500	Respective Committee	Tabled and Minuted in Committee Meeting
\$500-\$1,000	Any two Executive Officers	Noted in Board of Directors Meeting
\$1,000-\$50,000	Board of Directors	Tabled and Minutes in Board of Directors Meeting
\$50,000-\$100,000	General Meeting	Tabled and Minuted in General Meeting
> \$100,000	WBC Branch	Tabled and Minuted in Branch Meeting

5. Receipts

- 5.1. All paid receipts must be loaded in **FRM611 - Payment Request Form**.

6. Procedure

- 6.1. **Quotation** - To ensure suppliers remain competitive and offer reasonable costs for goods and services, quotations are obtained for:
- 6.1.1. At least **two (2) quotes** for expenditure exceeding \$1,000.
 - 6.1.2. At least **three (3) quotes** for expenditure exceeding \$5,000.
- 6.2. **Recording Committee Approvals** - Committee meeting minutes must record all expenses. For expenses requiring committee approval, minutes must include:
- 6.2.1. The motion moved and seconded.
 - 6.2.2. The majority agreement of the committee.
 - 6.2.3. Full expenditure details as either included in the minutes or attached documentation, including:
 - Name and address of supplier.
 - ABN.
 - Full item/service details.
 - Cost.
 - Delivery or service location.
 - Supplier contact details.
 - Explanation if the item/service is outside the current budget, including the urgency of the purchase.
- 6.3. **Committee Credit Cards** - Each committee will have access to a credit card with a maximum limit of **\$500**. The Committee Chairperson is responsible for:
- 6.3.1. The secure use and storage of the card;
 - 6.3.2. Oversight and administration of all credit card transactions;
 - 6.3.3. All credit card expenditures must be submitted with the **FRM611 - Payment Request Form**, including the Club's bank details.
 - 6.3.4. Committee minutes and supporting documentation must be forwarded to the Director of Administration.

6.4. **Board Approval Process** - For expenses requiring Board approval:

- 6.4.1. The Director of Administration shall table the expenditure request at the next Board meeting. Refer **TEM500 - Committee Report Cover Sheet**
- 6.4.2. In urgent cases, the Director of Administration may seek Board approval via email circulation.

Document Control

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Change History

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1.0	11 July 2025	V. Nakrosa	Initial Policy drafted