

Spending Money & Procurement POLICY

INTRODUCTION

Sourcing goods or services shall deliver value for money.

PURPOSE

This Policy articulates the guiding principles that apply when sourcing goods or services for ARCHERY SA (ARCHERY South Australia). The intention of the Policy is to deliver value for money and transparency and accountability in the expenditure of money.

POLICY

All expenditure by Officers must be approved by the Board.

Procurement

Procurement applies to all expenditure on:

- Goods and services
- Building, infrastructure and equipment

Procurement shall take into the consideration:

- Price
- Warranty
- Spare parts
- Value for money
- Environmental considerations
- Occupational health, safety and welfare
- After sales service
- Repair costs
- Response to service calls
- Australian made/content
- Recycled materials

This Policy does not extend to expenditure in relation to:

- Property (land) transactions
- Services of authorised persons undertaking audits
- Engagement of legal services
- Goods or services provided by statutory authorities
- Provision of air travel
- Sponsorships or donations

Purchases from approved suppliers

While the use of approved and preferred suppliers is a legitimate means of managing procurement risk and minimising transaction costs, it is important to recognise and manage any risks to good procurement practice which could arise from a tendency to give certain suppliers repeat business. The following provisions apply to these agreements:

- Approved suppliers are to be subject to periodic review/market testing
- The period of contract will depend upon the market volatility of the goods and/or services being purchased – otherwise the ARCHERY SA guideline is for three years with two further one year extensions written into the contract at ARCHERY SA's discretion, providing a maximum contract period of 5 years.

AUTHORISATION

Sue Martin, Secretary
12 February, 2015

Policy number	Pol-15	Version	1.0
Drafted by	ARCHERY SA	Approved by Board on	13 July, 2017
Responsible person	Treasurer	Scheduled review date	1 February, 2018

SPENDING MONEY & PROCUREMENT PROCEDURES

Procedures number	Proc-15	Version	1.0
Drafted by	<<insert name>>	Approved by CEO on	13 July, 2017
Responsible person	<<insert name>>	Scheduled review date	1 February, 2018

RESPONSIBILITIES

The Chair is responsible for bringing this policy to the attention of prospective Board members.

All Board members are responsible for respecting this policy.

PROCEDURES

Petty Cash

- There is implied approval for small expenditure up to \$75. This may include car parking fees and buying food or materials for meetings/events
- Receipts must be provided for all expenditure and attached to the petty cash voucher/request for reimbursement

Expenditure over \$75

- Any expenditure over \$75 must be approved through an expenditure request signed by the Secretary
- Expenditure must be approved prior to purchase
- Receipts must be provided for all expenditure and attached to the payment request form

Large Expenses

Any new expenditure of over \$5,000 by ARCHERY SA, even when budgeted for, will be specifically detailed to the Board as soon as practicable beforehand. Where not possible to be detailed beforehand, it should be reported to the Board as soon as practicable afterwards.

AUTHORISATION

Sue Martin
13 July, 2017