

Mount Beauty & District Men's Shed

Purchasing Policy

December 2018

The aim of the policy is to ensure that the procurement of goods and services represents quality and good value, is subject to proper processes with competitive quotes (where appropriate), and is done in the best interests of the Shed and its members. When there is no significant cost disadvantage, or there is an urgency to complete the purchase, preference should be given to local suppliers.

Background

- Financial processes and internal controls will be in place and adhered to ensure appropriate management of finance to minimize risk,
- Processes, controls and reporting will be well documented, transparent, and accurate,
- Mechanisms will be in place to inform Committee Members who may act on behalf of the Men's Shed, provide formal authority to those who financially commit the Men's Shed and /or incur liabilities for the Men's Shed,
- Expenditure committed and incurred by a person of authority must be within the limits of their delegation and within budget limits and responsible for the exercise of due caution, and is subject to scrutiny by the Shed's Committee,
- Delegations are attached to the position occupied not the individual,
- A financial limit on a delegation for incurring expenditure relates to the total cost of the transaction and not to instalments.

Principles/Values

- Honesty: The Men's Shed will never knowingly mislead its members, funding bodies or statutory authorities,
- Transparency: The Men's Shed will promote openness and accessibility in all financial dealings,
- Clarity: All documentation and communications with members will be accurate and concise.

Procedures

1. Recurrent Budget Expenditure

- The Committee shall determine the level of expenditure delegated,
- The delegate is responsible and accountable for the actions taken for purchasing, and for proper documentation,
- All expenditure shall be within the approved allocations for both recurrent (annual) and capital (large project) budgets. If any expenditure is required outside of these allocations (e.g. for an emergency) then it must first be approved at a Committee meeting, or by emailed/phoned approval by Committee members,
- No person may solely authorise payment or reimbursement of expenses to themselves,
- Receipts of purchase (when available) should be endorsed with purchaser's name and purpose of the purchase, and given to the Treasurer,

- While the actual physical transaction of a purchase may be made by any Shed member, approval must first be obtained from the following delegated members, as per the schedule of delegations;
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Committee Member	Goods & Services procurement that may be approved	Limit per purchase
Full Committee	Insurance Premiums Equipment >\$200,	NA
Treasurer	Utility bills, affiliation fees, Consumer Affairs fee, Website fee, trailer registration, items for Workshop improvements, travel fuel reimbursements & safety equipment.	\$500 per payment
Shed Project Coordinator	Replacement tools, new small tools, workshop consumables, cleaning items, Shed/Client Project supplies	\$200 per item
Catering Coordinator	Food & incidentals for all Shed events. (Christmas limit of \$400)	\$200 per event
Day Supervisor	Workshop consumables, materials for current projects	\$50 per day

Note that the Treasurer is delegated to use the purchase limits allocated to the Shed Project Coordinator, Catering Coordinator or Day Supervisor if any are absent and a deputy has not been appointed.

2. Capital Expenditure

This category refers to major expenditure at the Shed, such as a Shed extension, and would have a project cost in excess of \$5000. A detailed project budget would first need to be approved by the Committee.

The Shed Construction Manager can authorise the procurement of goods and services up to a value of \$1000 per item, provided that the item is defined within the approved budget.