



---

DATE            May 2013  
SUBJECT        Financial Delegations Policy  
Approved by    Management Committee 28/5/13, updated 16/12/13

---

The following policy statement was updated at the Mooloolaba SLSC Management Committee meeting held May 2013 and adopted as Club Policy from 1 June 2013, updated 16 December 2013:

POLICY

Summary:

The policy sets the authorities, delegations and limits for expenditure of Club funds. The policy supports the Mooloolaba SLSC's commitment for accountability and effective financial controls.

Responsibilities:

- Responsibility for the financial controls in Mooloolaba SLSC ultimately rests with the Mooloolaba SLSC Management Committee.
- The Management Committee delegates authority to commit the funds of Mooloolaba SLSC to responsible management positions to facilitate the conduct of business.
- The delegations are for the approval of budgeted expenditure.
- The Club General Manager is responsible for ensuring that delegations are properly observed.
- Any breach or variance of delegation is to be reported immediately to the Management Committee through the General Manager.
- Delegations are made to positions within the Mooloolaba SLSC, and may be exercised by the persons appointed to these positions, or persons properly authorise to relieve or act in those positions from time to time.
- Delegations are 'non-cumulative' and expenditures may not be desegregated to avoid approval at the appropriate level.
- All approvals for expenditure under the delegations must be correctly recorded in writing.
- Delegations apply only to the operational aspects of the Mooloolaba SLSC
- The Mooloolaba SLSC Management Committee will review this policy on a regular basis to confirm its efficiency and appropriateness.


Financial Delegations:

<b>Position</b>	<b>Delegations</b>	<b>Limitations</b>
<b>Staff</b>		
General Manager (GM) Acting GM	Any budgeted expense requires the creation of a purchase order and associated cost account	\$20,000
	Any budgeted asset purchase requires the creation of a purchase order and associated cost account	\$20,000
	Unbudgeted expenditure requires the creation of a purchase order and associated cost account	\$2,500
Financial Controller	Any Budgeted expenditure requires the creation of a purchase order and associated cost account	\$1,500
Duty Managers	Any Budgeted expenditure	\$100
<b>Elected Officers</b>		
President, Treasurer, Secretary	Any Budgeted expenditure under budgeted responsibility area- requires the creation of a purchase order and associated cost account	\$2,500
Captain	Any Budgeted expenditure - requires the creation of a purchase order and associated cost account – over this limit advice to the Management Committee prior to commitment.	\$15,000
	Unbudgeted expenditure requires the creation of a purchase order/reimbursement form and associated cost account	\$100
Director of Surf Sports	Any Budgeted expenditure - requires the creation of a purchase order and associated cost account – over this limit advice to the Management Committee prior to commitment.	\$15,000
	Unbudgeted expenditure requires the creation of a purchase order/reimbursement form and associated cost account	\$100

Budgeted Expenditure is:

- Expenditure that has been confirmed within the endorsed budget for the financial year by the Management Committee.
- Shown by individual cost centre description (i.e. Minor Capital acquisitions, stationery etc) and cannot be grouped between any or all cost centre descriptions. Revision date: December 2013

## Purchase Order Recommendation

Expenditure Name:			
Officer:		Ext.	Budget Value: \$
Budget No:			Date Quotes Closed:
<b>A. STRATEGY (Note these values are GST Exclusive)</b>			
<b>Purchasing Thresholds for Quotations</b> <input type="checkbox"/> \$0 - \$5,000 = 2 x Written Quotes (Email/Hardcopy) <input type="checkbox"/> \$5,000-\$200,000 = 3 x Written Quotes (Email/Hardcopy)** <input type="checkbox"/> \$200,000 > = Tender** ** SLSQ needs to be advised of capital expenditure over \$100,000		<b>Purchasing Thresholds – PANEL ARRANGEMENT</b> <input type="checkbox"/> < \$100,000 = 2 x Written Quotes <input type="checkbox"/> > \$100,000 = 3 x Written Quotes <input type="checkbox"/> Schedule of Rates Panel	
Agreement Type: (Indicate)	Tender/ Contract No.	No arrangement (quotation)	PANEL Pre-Qualified Supplier Contract No.
<b>B. QUOTATION EVALUATION (Complete Section for Quotes &lt; \$150,000)</b>			
No.	QUOTATION DATE	CONTRACTOR DETAILS	AMOUNT (EX GST)
1			\$
2			\$
3			\$
4			\$
<b>C. DISCUSSION</b>			
<b>COST SUMMARY</b>		<b>RATE</b>	<b>AMOUNT (EX GST)</b>
<b>Works</b>		<b>As above</b>	<b>\$</b>
			\$
		1.0%	\$
Contingencies		10.0%	\$
<b>TOTAL BUDGET ALLOWANCE</b>			<b>\$</b>
<b>EVALUATION METHOD</b>			
<b>Criteria Examples:</b>			
<input type="checkbox"/> Availability	<input type="checkbox"/> Compliance to Requirements	<input type="checkbox"/> Value for money	
<input type="checkbox"/> Previous Work History	<input type="checkbox"/> Alternate Offers	<input type="checkbox"/> Suitability	
<input type="checkbox"/> Capacity of firm	<input type="checkbox"/> WH&S record or proposals	<input type="checkbox"/> Other (Please specify)	
<b>RECOMMENDATION/APPROVAL</b>			
That the quote for the above project be awarded to:-			
(include name and address of contractor)			
Officer:		Date:	
Finance Officer:		Date:	
<b>PURCHASE ORDER DETAILS</b>			
For the sum of:- \$	(EX GST)	Plus \$ GST	Total \$ Inc GST
<b>Description of items or services: (wording wanted on purchase order)</b>			
<b>Activity Code:</b>			
<b>Expiry Date:</b>	<b>Delivery Address:</b>	<b>Office Use Only</b>	
		Req No:	P.O. No: