

# Jandakot Jets Senior Football Club

## Doc. # JET-001

### Expenditure Approvals & Guidelines

#### 1. Spending Limits

The following spending limits exist for members of the Executive Committee for organization related expenses without majority approval from the other members of the Executive Committee. No other members of the organisation have pre-approval.

These expenses are restricted to expenses relating to the business of the organization.

Position:	Limit
President	\$250.00
Vice-President	\$100.00
Secretary	\$100.00
Treasurer	\$100.00
Operations/Register	\$100.00

The purchasing of items can be delegated by individuals in the positions above to other members of the organisation where required.

#### 2. Purchases With-in Spending Limits

##### *Payment/Reimbursement Process*

- All expenditure must be accompanied by a Tax Receipt or Invoice.
- All Invoices/Receipts must be presented to the Club Treasurer.
- All Invoices will be recorded in an Accounts Payable ledger until paid.
- All Receipts will be recorded in the organisations books against an appropriate account code.
- Payments (or repayments) will be made by Cheque, BPay or Direct Deposit where possible.

##### *Cheque Issuance*

- All Cheques should be issued by the club Treasurer. Or in absence by two other members of the Executive Committee.
- All Cheques issued by the organisation require **Two Signatures**. With the approved signatories being members of the Executive Committee; one including President, or Vice-President in absence.
- All Cheque stubs are to be clearly written explaining the expenditure and entries in the accounting system should reference the Cheque number.

#### 3. Purchases Out-side Spending Limits

- All requests for purchase must be entered onto a Purchase Requisition (Document JET-002) with supplier information and a quote or estimate of the costs. This will be present to the executive and/or general committee for consideration.

- A purchase must not be made until formal Purchase Approval has been received from the Executive Committee.

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