



1. Contents

1. Contents 1

2. Purpose 1

3. Scope 1

4. Approval for purchases 1

5. Payment (including reimbursement) 2

6. Ordinary spending limits 2

APPENDIX A: 3

2. Purpose

This procedure is to provide for and ensure best practice accounting controls and adequate transparency in all purchases made by Ku-Ring-Gai Netball Association (KNA) and its representatives, and in the spending of KNA fiscal resources.

3. Scope

This procedure applies to all routine and non-routine purchases made by or on behalf of KNA for goods and services required for the efficient running of KNA activities.

4. Approval for purchases

Request for approval

All purchases of goods and services require approval prior to any payment or commitment for payment (for example, an order) being placed. A request for spending approval is to be made in writing to the Treasurer (electronic mail accepted), with a copy to the Administration Officer, accompanied by details of the nature, purpose and expected total cost of the purchase.

Purchase requests shall be mediated, when practical, by division coordinators as follows:

- Executive committee, Patron and Administration Direct to Treasurer
- Fixtures Fixtures convenor
- Grading Grading convenor
- Grounds (including BBQ & special events) Grounds convenor
- Canteen Canteen supervisor (employed position)
- Sponsorship & PR Sponsorship officer (employed position)
- Registrations (senior & junior) Senior registrar
- Reps (junior) Junior Rep Selection convenor
- Reps (senior) Senior Rep Selection convenor
- Umpires Umpires convenor
- Coaching Coaching administrator (employed position)
- PWD PWD coordinator
- Netta Lofberg Netta convenor
- Junior development Junior development convenor
- Other (e.g. Night competition, NetSetGo) Direct to Treasurer



Provision of approval

Approval may require one or more supplier quotations and is at the discretion of the Treasurer. The Treasurer will provide approval as appropriate in writing to the requestor with a copy to the Administration Officer. Purchase orders and agreements can only be made once this approval has been received. Purchased orders will be raised by Administration Officer once approval is received from the Treasurer. Purchases are not to be made without an official KNA Purchase Order.

At the discretion of the Treasurer, KNA reserves the right to refuse payment for any purchases made or confirmed without prior approval. This includes member reimbursements and extra labour for special events.

5. Payment (including reimbursement)

All invoices for payment and reimbursement requests shall be submitted to the Administration Officer with a copy of the purchase approval. Payments will be approved as appropriate by the Treasurer and one (1) other account signatory. Accounting records will be kept by the Administration Officer and confirmed by the Treasurer.

All payments will be made by online transfer unless under exceptional circumstances and pre-approved by the Treasurer. The Administration Officer will initiate the online transaction and notify the Treasurer and second signatory of the requirement to confirm the transaction.

All requests for reimbursement shall be submitted on the standard "Expense Reimbursement Requisition" form (Appendix A). Reimbursement requests will only be approved within three (3) months of the expense being incurred.

6. Ordinary spending limits

The following expense types are limited to the amount specified below:

- Refreshments for committee meetings\$10 per person
- Extended committee meetings (incl working meals)\$30 per person
- Meals while travelling as incl in accommodation arrangements
- Extra food and beverages while travelling ZERO
- Extra food and beverage at catered events ZERO

Purchases within these limits must adhere to the purchasing process outlined in this procedure. Expenses in excess of these limits will be borne by the individual committing to the expense, unless prior approval (in writing) is provided by the Treasurer.

APPENDIX A:

EXPENSE REIMBURSEMENT REQUISITION

Name: _____

Position: _____

DATE	AMOUNT \$ (GST excl)	GST \$	TOTAL \$ (GST incl)	DETAILS
Total	0.00	0.00	0.00	

Total Claim \$ _____

Claimant signature: _____

Date: _____

Approved by: _____

Date: _____

(Please attach original receipts)

Date Paid: _____

CASH / EFT