

Purchasing & Delegations Policy

Overview

The objective of this Policy is to ensure that Little Athletics Queensland (LAQ) achieves the best value for money and to protect the financial integrity of the organisation. This policy applies to all persons permitted to purchase goods and services on behalf of LAQ.

Purchase Limits & Authority

Authority is given to the following individuals to make purchases for items or services within the following limits:

CEO	\$5,000
Operations Manager	\$5,000
President	\$2,500
Senior Development Officer	\$2,500
Development Officer	\$2,500
Projects Officer	\$2,500
Membership Services Officer	\$1,000

Payments are to be made using cheque, credit card, or EFT and are only for operational expenses that have been approved in the budget. Any unbudgeted expenses must be approved by the CEO.

Expenses above \$5,000 must also be approved by an Executive Board member (preferably the Finance Director) and then ratified by the Board at its next meeting.

Smaller budgeted purchases can be made by Staff or Directors using the individual's credit card or by other means. LAQ will reimburse the expense on the receipt of the appropriate form.

Budgeted Assets & Capital Works can be purchased within the individual Purchase Limits.

All purchases of assets and capital works require a minimum of 2 quotes to be obtained for approval.

Unbudgeted items or items above the purchase limits must be approved by the Board.

Credit Card Limits

The following monthly limits apply on LAQ provided credit cards:

CEO	\$10,000
Operations Manager	\$10,000
Development Officer	\$5,000
Projects Officer	\$5,000
Senior Development Officer	\$5,000
President	\$5,000
Membership Services Officer	\$1,000

Signatories

The current signatories for the Association bank accounts are:

Executive Board Members:

President

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Vice President
Finance Director

Staff Members:

Chief Executive Officer (CEO)
Operations Manager
Projects Officer

Signing Limits & Procedures

Any 2 signatories can co-sign cheques and authorise electronic payments up to the value of \$5,000 for each individual payment.

Payments above \$5,000 must be approved by an Executive Board Member (preferably the Finance Director) before being ratified by the Board.

The exception is the payment of wages. The CEO and Operations Manager can jointly authorise payment of fortnightly wages up to the value of \$20,000.

Any signatory listed can authorise the transfer of funds between Association bank accounts. A member of the Executive (preferably the Finance Director) is to approve the transfer of funds to term deposits.

Each signatory authorised for Direct/Internet Payments will be given a unique security code and password which must not be disclosed to any other person.

Ratification

All payments will be ratified by the Board at its next available meeting.

Conflict of Interest

A conflict of interest arises where a participant or supplier in the purchase process has an interest or an affiliation that may be seen to prejudice his or her impartiality. To identify conflicts or potential conflicts of interest, all those involved are required to make a full declaration of any conflict of interest. If a conflict of interest exists then that person is excluded from the approval process.

Commitments to Contracts and Agreements

All service contracts are to be reviewed and approved by the CEO. Any commitment to a contract or agreements where the annual fee is above the CEO's purchase limit must also be approved by the Board.

Purchasing

Ordering

Orders made with suppliers should be in writing, stating specifications, price (including GST), and any other conditions or terms.

Delivery

On delivery, the orderer must check the goods and/or services against the agreed terms, that goods are in the appropriate condition and services were delivered to the specified standard.

Invoice and Payment

Once an invoice is received, the orderer must reconcile the charges against the agreed terms and query any issues or discrepancies. Once reconciled, the invoice must be signed, coded and approved by the relevant officer and then submitted to the Finance Officer for processing.