



**WOODCRAFT
GUILD·ACT**

Purchasing Items for Guild Use Policy

Delegations and Rules for Expenditure Approval

These Delegations and Rules are to apply on and from Monday 11 March 2024 and shall remain in force until changed by a decision of the Guild Committee.

1 General Principle

All expenditures incurred by members of the Guild require prior approval by the appropriate decision-maker to ensure financial accountability and proper management of resources. Guild decision-makers are Office Bearers and the Committee.

2 Expenditure Limit

The "Office Bearers" of the Guild are as defined in section 12(2) of the Woodcraft Guild ACT Inc Rules. These are the: President, Vice President, Secretary and Treasurer.

The Office Bearers are each delegated the authority to approve expenditures up to \$500 without requiring additional approval from the Guild Committee.

3 Expenditure Approval Process

a) For Expenditures up to \$500

- Any member of the Guild seeking to incur an expenditure up to \$500 must obtain prior approval from an Office Bearer before making the purchase.
- The Office Bearer must ensure that the expenditure is necessary, reasonable, and aligns with the Guild's goals and budget.
- The approving Office Bearer is required to send an email acknowledging the approval to the Treasurer. The email should include details such as the nature of the expenditure, amount, date of approval, and the name of the Office Bearer.

b) For Expenditures exceeding \$500

- Expenditures exceeding \$500 require approval from the Guild Committee.
- A member of the Guild seeking approval for an expenditure exceeding \$500 must present the request to the Guild Committee for their consideration.
- The Guild Committee will review the request and make a decision based on the necessity, reasonableness, and alignment with the Guild's goals and budget.

c) For Regular/Recurring Administrative Expenditures

- Regular or recurring expenditures relate to administrative expenditures required for the administration of the Guild. Examples of such items include: premises rent, website charges, email list management, and bank fees.
- Charges of a recurring type would normally be presented by a member of the Guild Committee to the Guild Committee.
- The member seeking approval for recurring expenditure must present the request to the Guild Committee for their consideration.
- The Guild Committee will review the request and make a decision based on the necessity, reasonableness, and alignment with the Guild's goals and budget.
- If the Guild Committee approves the expenditure, the Treasurer may pay such expenditure without further reference to the Guild Committee.
- Regular or recurring expenditure should be reviewed at least once per year, or when a significant variation to the cost occurs. Either the Treasurer or the member responsible for the item shall advise the committee of the changes and seek approval for the ongoing maintenance of the recurrent expenditure.

4 Approval for Urgent Matters

The President can decide to approve expenditure over \$500 if the matter is considered urgent and important. In such cases the President will attempt to consult with one or more members of the Guild Executive and Committee. That expenditure must comply with the documentation and record keeping provisions of these rules and can be the subject of review by the Committee.

5 Approval and Expenditure Documentation

All expenditure approvals, regardless of amount, must be documented. The documentation should include details such as the nature of the expenditure, amount, date of approval, and the name of the Office Bearer.

Approved expenditures must be recorded in the Guild's financial records for transparency and accountability purposes.

The member making the expenditure must provide the Treasurer with copies of the Tax Invoice or receipt relating to the expenditure.

6 Reimbursements and/or Direct Invoicing

If a member presents a receipt for expenditure that has not been approved prior to the purchase, the member's request will be referred by the Treasurer to the Executive or the Guild Committee for consideration. Such expenditure may not be approved for reimbursement. To be absolutely clear, if a member makes a purchase without prior approval by either an Office Bearer or the Committee, they are taking the risk of not having the purchase reimbursed. There is no obligation on the Guild to reimburse the purchase.

With the prior agreement of the Office Bearer or the Committee, a member may purchase items using their own funds to expedite the purchase. That member can then seek reimbursement from the Treasurer and provide the necessary documentation.

Subject to correct approvals being identified and presentation of the documentation listed in section 5 above, the Treasurer will reimburse the member as soon as practicable.

If the member making the purchase has arranged for the Guild to be invoiced directly, the member will ensure that the invoice is sent to the Treasurer directly or otherwise ensure that the Treasurer receives the invoice in a timely manner.

Purchases that include items for the Guild and personal items on the same Tax Invoice/Receipt are allowed, as long as accompanied by an email explaining the subdivision of costs and totals. Ancillary costs such as GST and freight are to be divided proportionately.

7 Refreshments Officer Expenditure

The Refreshments Officer is authorised to expend up to \$200 in any one week for refreshments without seeking approval.

The Refreshments Officer must provide the Treasurer with copies of the Tax Invoice or receipts relating to the expenditure.

This allowance is intended to facilitate routine activities and events without undue administrative burden.

8 Review and Modification

These delegations and rules for expenditure approval shall be subject to periodic review by the Guild Committee to ensure their effectiveness and relevance.

Any modifications to these rules must be approved by the Guild Committee and communicated to members of the Guild.