

Procurement and Purchasing Policy

1. Purpose

This policy ensures that all goods and services purchased on behalf of the Mount Gambier Swimming Club Inc ("the Club") are of need to the club, represent value for money and that the approval processes are simple, efficient and upheld to ensure financial accountability.

2. Scope

This policy specifies the requirements for the purchasing of goods and services and includes the process for member reimbursements.

3. Approval

Prior to ordering or paying for any goods or services pre-approval must be obtained.

The process for purchasing goods or services is as follows and the steps are outlined in Tables 1 and 2 below:

- 3.1. Club Member to notify the appropriate club officer that goods/ services are required and the reason why they are required.
 - a) Goods/ Services < \$200
Approval must be obtained from a financial delegate or the Executive Committee
 - b) Goods/ Services \$200 and <\$1,000
Approval must be obtained from the Executive Committee
An email to mt.gambier.swim.club@gmail.com with information needed to make an informed decision, including **a written quote** or details of **verbal quote**.
 - c) Goods/ Services \$1,000 and over
Approval must be obtained from the Committee
An email to mt.gambier.swim.club@gmail.com with information needed to make an informed decision, including **at least one written quote**.
- 3.2. A decision of the Executive Committee or Committee can be made at a meeting or out of session using the Club Messenger Group or by email.
- 3.3. A financial delegate is not compelled to exercise their delegation and, at times, may refer the request to the Executive Committee or Committee before exercising their delegation.
- 3.4. The Club Member requesting the purchase and financial delegate must be different people. *For example, if the Vice President identifies the need to purchase a \$180 item, they must send the request to a separate financial delegate (President, Secretary or Treasurer or the Executive Committee where they would withhold their vote).*
- 3.5. Any Club Member that orders goods or services without the appropriate prior approval may be required to personally pay for the goods or services, unless it is deemed to be an

emergency purchase for safety, legislative or competition requirements. An exemption will only be granted by the Executive Committee in exceptional circumstances.

3.6. All monies raised are for the sole purpose of the Mt Gambier Swimming Club. The decision of how that money is expensed is at the sole discretion of the financial delegate (<\$200) and/or the Executive Committee (\$200 and <\$1,000) and/or the Committee (>\$1,000) at the time subject to the applicable Constitution and By-Laws of the Club.

3.7. All Club owned assets with a value over \$200 are to be recorded on the Asset Register. Wherever possible assets should be numbered and labelled with Club name.

4. Definitions

Club means the Mount Gambier Swimming Club Inc

Club Member means current financial member of the Mt Gambier Swimming Club

Committee means the body elected by the Members of the Club to oversee the administration of its affairs.

Committee Member means a person elected by the Club Members to the Committee

Executive Committee means the President, Vice President, Secretary **and** Treasurer

Financial Delegate means the President, Vice President, Secretary **or** Treasurer

5. Preference for local suppliers and sponsors

Where all other factors are equal, preference should be given to suppliers who:

- are current sponsors of the Club
- have been previous sponsors of the Club
- are local to Mt Gambier, the Limestone Coast or Green Triangle.

6. Review of Policy & Procedure

This Policy and Procedure will be reviewed at least annually, within 8 weeks of the Annual General Meeting.

7. Amendment History

Version	Changes made	Date Adopted
1.0	Introduction of policy & procedure	2 August 2023

Procurement and Purchasing Procedure

Table 1: Approval process prior to ordering goods or services

Steps	Requirements
<p>1. Prior to ordering or paying for any goods or services, the Club Member is to notify the appropriate Committee Member if goods or services are required</p>	<ul style="list-style-type: none"> • Goods/ Services < \$200 Approval must be obtained from a financial delegate or the Executive Committee • Goods/ Services \$200 and <\$1,000 Approval must be obtained from the Executive Committee An email to mt.gambier.swim.club@gmail.com with information needed to make an informed decision, including a written quote or details of verbal quote. • Goods/ Services \$1,000 and over Approval must be obtained from the Committee An email to mt.gambier.swim.club@gmail.com with information needed to make an informed decision, including at least one written quote.
<p>2. Committee Member is to obtain quote/s and complete an email with all of the necessary information</p>	<ul style="list-style-type: none"> • A Club Member may undertake this step on behalf of the Committee Member, but only if requested by the Committee Member <p>The approach depends on the value of the goods or services:</p> <ol style="list-style-type: none"> i. <\$200 – a verbal quote and email describing goods/services to a Financial Delegate or to the Executive Committee. ii. \$200 - \$1,000 - at least one written quote from a supplier accompanied by an email to the Executive Committee describing the goods/services and seeking approval. iii. \$1,000 - \$5,000 - at least two written quotes from suppliers (unless there is only one supplier) accompanied by an email to the Committee describing goods/services seeking approval. iv. >\$5,000 - at least three written quotes from suppliers accompanied by an email to the Committee describing goods/services in detail seeking approval. <ul style="list-style-type: none"> • If multiple quotes are required, the Committee Member is to provide a recommendation to the Financial Delegate / Executive Committee / Committee based on the principles of value for money, supplier reputation and whole of life costs (where applicable). • An exemption to the quotation process can only be granted by the Executive Committee.
<p>3. Committee Member to seek approval from appropriate Financial Delegate/ Executive Committee / Committee prior to</p>	<ul style="list-style-type: none"> • Refer to the Definitions for a list of financial delegates. • Any items requiring Executive Committee approval are to be sent to all Executive Committee Members, who will review the request and provide a decision to the applicant.

ordering or paying for goods or services.

If approved, the financial delegate/UFTGBBC Board of Management will nominate the payment method and determine next steps.

- Any items requiring Committee approval are to be sent to all Committee Members, who will review the request and provide a decision to the applicant.
- A decision of the Executive Committee or Committee can be made at a meeting or out of session using the Club Messenger Group or by email.
- A financial delegate is not compelled to exercise their delegation and, at times, may refer the request to the Executive Committee or Committee before exercising their delegation.
- The Club Member requesting the purchase and financial delegate must be different people.

For example, if the Vice President identifies the need to purchase a \$180 item, they must send the request to a separate financial delegate (President, Secretary or Treasurer or the Executive Committee where they would withhold their vote).

Table 2: Payment and reimbursement process – Only for pre-approved expenses

Steps	Requirements
<p>Payment Option 1 : Invoice to Club (preferred)</p> <p>When goods/services have been received, the Club Member:-</p> <ol style="list-style-type: none"> 1. Must email the invoice for the goods/services to the Club email mt.gambier.swim.club@gmail.com within 2 working days 2. The Treasurer will enter the invoice into Xero (or equivalent) and create the payment. 3.The Treasurer will request a second signatory to authorise the payment. 4. If the goods purchased are a Club owned asset with a value of \$200 or more, the Treasurer will record on the Asset Register. They will allocate an Asset Number and describe the location where the asset is usually kept. 5. The Treasurer will arrange for the asset to be labelled with the Club name and asset number whenever practical. 	<ul style="list-style-type: none"> • All payments are to be made when they are due and ensure early payment discounts are fully utilised. • Payments require two signatories from separate households.
<p>Payment Option 2: Reimbursement</p> <p>When it is not possible or reasonable for the Club to be invoiced directly, a Club Member may pay for goods or services and seek reimbursement from the Club.</p> <ol style="list-style-type: none"> 1. The Club Member completes the Reimbursement Form (attached) including details of the expenses and attaching the tax invoice/receipt and emails within 2 working days to mt.gambier.swim.club@gmail.com 2. The Treasurer will enter the invoice into Xero (or equivalent) and create the reimbursement. 3.The Treasurer will request a second signatory to authorise the payment. 4. If the goods purchased are a Club owned asset with a value of \$200 or more, the Treasurer will record on the Asset Register. They will allocate an Asset Number and describe the location where the asset is usually kept. 5. The Treasurer will arrange for the asset to be labelled with the Club name and asset number whenever practical. 	<p>See Reimbursement Form</p> <ul style="list-style-type: none"> • Financial delegates must not authorise their own reimbursements. • Payments will be made via an Electronic Funds Transfer (EFT) within 10 working days of receiving the claim.

Reimbursement Form

From: _____ **ABN:** _____

To: Mount Gambier Swimming Club Inc **ABN:** 19 822 723 812
 PO Box 8257
 Mount Gambier East SA 5291

Date: _____ **Invoice #:** _____

Tax Invoice

Item	Amount (ex GST) \$	GST \$	Total (inc GST) \$
Total			
EFT Remittance Details			
Account Name:			
BSB:			
Account Number:			
Email:			