



KANGAROO FLAT BOWLS CLUB POLICY - PURCHASING DELEGATIONS

Responsible Officer; Director Finance

Date Issued: **8 April, 2022**

1 PREAMBLE AND RATIONALE

Only authorised persons can purchase goods or services on behalf of Kangaroo Flat Bowls Club. Authorised persons are to take appropriate actions to ensure that purchases are made ensuring KFBC receives "Good value for Money".

2 KFBC - PURCHASING PROCEDURE

Except for the Purchasing Delegations below the following is KFBC Purchasing Procedure applies:

- Purchases up to \$200 can be made on the approval of the appropriate Director;
- Purchases between \$201 and \$1,000 require two verbal quotes (details of quotes must be recorded on the Invoice/Receipt. Can be approved by the appropriate Director;
- Purchases above \$1,000 require at least two written quotes and must be recommended by the appropriate Director and approved by the Board of Management.
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Reimbursement of Purchases:

- Purchases up to \$200 can be reimbursed by either the Bar Manager or Director Finance. The receipt must be signed by the appropriate Director
- Purchases up to \$1000 can be reimbursed by the Director Finance. Receipt must be signed appropriate Director & include details of quotes.
- Purchases above \$1,000 must be invoiced to KFBC by the supplier.
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3 BAR PURCHASES

The Bar Manager or his delegate is authorised to purchase:

- Replacement or additional stock items as required:
- Maintenance of Bar Equipment up to \$500
- New Bar Equipment up to \$500.
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4 MANAGER FOOD SERVICES (MFS)

Club Meals - The MFS or his delegate is authorised to purchase all items required to produce a meals for a Club Dinner.

Club meals are expected to be produced at a profit. It is the MFS responsibility to ensure this target is met.

The MFS purchases all requirements and then deducts this expenditure from the Income received for the Club Dinner.

The MFS provides the Director of Finance with a Financial Statement for each Club Dinner and includes the following information:

- Date of Club Dinner
- Income Received;

- List of each Supplier and the cost;
- Profit

Attached to the Financial Statement is the receipts for each Supplier.

Catering for Club Events – Based on the catering requirements the MFS or his delegate provides a charge for each event. Events are expected to be produced at a profit. It is the MFS responsibility to ensure this target is met.

The MFS or delegate can decide to either request an advance from the Director of Finance or purchases all requirements and then deducts this expenditure from the Income received for the Event. Suppliers can also invoice KFBC, Invoice is to be certified & forward to Director Finance for payment (this information must be included in the Financial Statement)

The MFS provides the Director of Finance with a Financial Statement for each Event and includes the following information:

- Event Name & date held;
- Income Received;
- List of each Supplier and the cost;
- Profit

Attached to the Financial Statement is the receipts for each Supplier.

5 STOCK PURCHASES

The Director Finance will produce a list of items which are considered to be stock items. This list will consist of items which are regularly used by the club and are non-perishable.

This list will be titled “KFBC – PURCHASING - STOCK ITEMS”. The list will contain the description of each item – the number of items to be stocked, and the re order point.

A “Purchasing Officer Stock” (POS) will be appointed by the Director Finance. These items will be purchased from a Supplier (Approved Supplier) approved by the Director Finance.

Items can be added/amended or deleted to the KFBC – Purchasing – Stock items list by the Director Finance.

Purchases will be invoiced by the Approved Supplier, certified for Payment by the POS and invoice forwarded to Director Finance for payment.

If the POS identifies “specials” from an alternate Supplier these may be purchased by cash/credit card & reimbursed by Director Finance.

6 FUNDRAISING COMMITTEE

Chairperson can Incur expenditure or place orders up to \$1,000 on fundraising activities in conjunction with Director of Finance. Amounts over \$1000 are subject to BOM approval.

7 PETTY CASH ADVANCE BOARD MEMBERS

Board Members may request a cash advance of \$100 to cover Club expenses. If a Board member receives an advance:

Director Finance shall keep a record of the advance;

Board Member shall:

- Only use advance on Club expenses;
- Keep receipts for all purchases

- When advance requires replenishment, lists receipts and submit receipts & list to Director Finance for reimbursement.
- When Board Member completes their term (or when advance not required) lists receipts and submit receipts & list together with balance of advance to Director Finance for reimbursement.