



# Mooloolaba Surf Life Saving Club (MSLSC)

## Procurement and Purchasing Policy

Policy Number	MSLS010.1
Date Issued	27 February 2020
Approved/Endorsed By	MSLSC Management Committee, 7 September 2020
Review Date	Within six weeks of the 2021/22 Annual General Meeting

### 1. Purpose

- 1.1. The purchasing policy acts to ensure that goods and services purchased on behalf of Mooloolaba Surf Life Saving Club ('MSLSC') represent value for money and that approval processes are simple, efficient and upheld to ensure financial accountability.

### 2. Scope

- 2.1. This policy specifies the requirements for the purchasing goods and services and includes the process for member or employee reimbursements.

### 3. Process

- 3.1. Prior to ordering or paying for goods or services, members and employees must firstly seek pre-approval from a financial delegate. The process for purchasing goods or services is as follows.
  - A. Club member or employee to notify the appropriate Club Officer if goods or services required.
  - B. Club Officer to obtain quote(s) from approved suppliers and complete Purchase Request Form or prepare an email with necessary information.
  - C. Club Officer to seek approval from appropriate financial delegate who will review and determine the payment method.
  - D. Order, receipt and pay for goods and services.
- 3.2. The requirements for each step are outlined in Table 1 and Table 2 below.
- 3.3. A member or employee that orders goods or services without 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 can only be granted by the MSLSC Management Committee in exceptional circumstances.
- 3.4. If the actual expense incurred is greater than the approved expense, the member or employee must seek approval from the same financial delegate, who gave the original approval, for the supplementary amount.
- 3.5. All purchases must be from the approved supplier list unless an exemption is granted by the Treasurer. This list of approved suppliers is available from the MSLSC Office.
- 3.6. Any money raised is for the sole purpose of the MSLSC. The decision of how that money is expensed is at the sole discretion of the Management Committee at the time subject to the applicable Constitution and By-Laws of the MSLSC. All members of the MSLSC acknowledge that no single section has any claim or ownership of monies raised and the Management



## **Mooloolaba Surf Life Saving Club (MSLSC)**

### **Procurement and Purchasing Policy**

Committee will determine the availability of monies for non-lifesaving activities on a case by case basis.

- 3.7. Where monies are to be expensed for the express purpose of Surf Sports, it can only be spent on the following;
- i. Nomination Fees
  - ii. Repairs & Maintenance of club owned equipment
  - iii. Acquisition of new Club equipment
  - iv. Social functions held on Club premises
  - v. One evening meal per competitor at State and Aussie Carnivals where overnight stays are required.
- A. Where competitors are wanting travel and accommodation paid for, each competing section (e.g. IRB Racing / Boats / Masters) is permitted to raise money through additional fundraising activities through BBQ's and additional raffles or other fundraising activities (this does not include Sponsorship). These initiatives are to be supported and controlled through the Lifesaving Office where the Lifesaving Office and the Treasurer (or their delegate) will keep a reconciliation of these additional monies raised. There will be NO additional subsidy offered by the club.



## Mooloolaba Surf Life Saving Club (MSLSC) Procurement and Purchasing Policy

**Table 1: Approval process prior to ordering goods or services – steps and requirements**

Steps	Requirements
1. Prior to ordering or paying for goods or services, the club member or employee is to notify the appropriate Club Officer if goods or services required.	<ul style="list-style-type: none"> <li>A Club Officer is defined in Section 4 for the purposes of this policy.</li> </ul>
2. Club Officer to obtain quote from approved suppliers and complete Purchase Request Form or prepare an email with necessary information.	<ul style="list-style-type: none"> <li>A member or employee may undertake this step on behalf of the Club Officer, but only if requested by the Club Officer.</li> <li>The approach depends on the value of the goods or services:               <ul style="list-style-type: none"> <li>Less than \$2,000 - at least one verbal / written quote from a supplier.</li> <li>\$2,000 - \$5,000 - at least two verbal and/or written quotes from suppliers (unless there is only one supplier).</li> <li>Greater than \$5,000 - at least three written quotes from suppliers. Treasurer approval required prior to obtaining quotes as the Treasurer may require additional procurement processes to be followed (e.g. formal request to tender).</li> </ul> </li> <li>If multiple quotes are required, the Club Officer is to provide a recommendation to the financial delegate based on the principles of value for money, supplier reputation and whole of life costs (where applicable).</li> <li>An exemption to the quotation process can only be granted by the Treasurer.</li> </ul> <p>All purchases must be from the approved supplier list unless an exemption is granted by the Treasurer. This list of approved suppliers is available from the MSLSC Office. Note that capital expenditure &gt;\$100,000 must comply with Capital Expenditure By-Laws.</p>
3. Club Officer to seek approval from appropriate financial delegate prior to ordering or paying for goods or services. If approved, the financial delegate will nominate the payment method which determines next steps.	<ul style="list-style-type: none"> <li>Refer to the Financial Delegations Policy for a list of financial delegates. Any items requiring Management Committee approval are to be sent to the Treasurer who will review the request and provide a recommendation to the Management Committee.</li> <li>A financial delegate is not compelled to exercise their delegation and, at times, may refer the request to the MSLSC Management Committee before exercising their delegation.</li> <li>The Club Officer requesting purchase and financial delegate must be different people. For example, if the Director of Surf Sports identifies the need to purchase a \$500 item for their area, they must send the request to the President, Secretary or Treasurer who have a \$1,000 expenditure delegation for all Divisions.</li> </ul>



## Mooloolaba Surf Life Saving Club (MSLSC) Procurement and Purchasing Policy

**Table 2: Ordering, receipting and payment process – steps and requirements**

The next steps depend on the payment option nominated by the financial delegate.

Steps	Requirements
<b>Payment Option 1: Purchase Order (preferred)</b>	
<ul style="list-style-type: none"> <li>Following financial delegate approval, Club Officer to submit approved request to MSLSC Office who will issue a purchase order to the supplier.</li> <li>When goods or services have been received, the Club Officer must notify the MSLSC Office within two working days.</li> <li>MSLSC Office to match order to invoice and pay supplier when due.</li> </ul>	<ul style="list-style-type: none"> <li>All payments are to be made when they are due and ensure early payment discounts are fully utilised.</li> <li>Payment file extracted from financial management system for the bank payment requires two signatories (refer to Financial Delegations Policy).</li> </ul>
<b>Payment Option 2: Electronic Funds Transfer / Credit Card</b>	
<ul style="list-style-type: none"> <li>Following financial delegate approval, Club Officer to submit approved request to MSLSC Office who will order and pay for goods / services.</li> <li>When goods or services have been received, the Club Officer must notify the MSLSC Office within two working days.</li> </ul>	
<b>Payment Option 3: Member or employee reimbursement</b>	
<ul style="list-style-type: none"> <li>Following financial delegate approval, member or employee to order and pay for goods / services.</li> <li>When goods or services have been received, submit the approved Purchase Request Form (or email equivalent) to the MSLSC Office, along with a valid tax invoice, within 14 days of incurring the expense.</li> <li>The MSLSC office will reimburse the member or employee for the actual expense paid or approved expense (whichever is lower), where appropriate approval and documentation has been provided.</li> </ul>	<ul style="list-style-type: none"> <li>Members and employees may seek approval from a financial delegate to be reimbursed for the following expenses:               <ol style="list-style-type: none"> <li>Purchase of items included in the approved operating budget. For example, purchases required to repair and operate MSLSC assets and equipment.</li> <li>Purchase of fuel when using a private vehicle to tow a MSLSC trailer to and from an endorsed event outside of the Sunshine Coast Branch.</li> <li>Purchase of fuel when using a private vehicle, or another cost-effective transport option, to conduct business on behalf of MSLSC outside of the Sunshine Coast Branch.</li> </ol> </li> <li>Financial delegates must not authorise their own reimbursements.</li> <li>Payments will be made via an Electronic Funds Transfer (EFT) within 10 working days of receiving the claim.</li> </ul>



# Mooloolaba Surf Life Saving Club (MSLSC)

## Procurement and Purchasing Policy

### Payment Option 4: Petty cash or other payment card

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Following financial delegate approval, member to order and pay for goods / services using petty cash or approved payment card (e.g. Bunnings card).</li><li>• Member to provide tax invoice to MSLSC Office within two working days.</li></ul> | <ul style="list-style-type: none"><li>• Refer to petty cash policy (to be developed).</li></ul> |
|--|---|

## 4. Definitions

4.1. Club Officer: For the purposes of this policy, a Club Officer includes MSLSC employees and the following positions (as defined in the By-Laws (Version 4)):

- Management Committee position
- Lifesaving Gear and Equipment Officer
- Communications Officer
- First Aid Officer
- Safety Officer
- Chief Training Officer
- Assistant Chief Training Officer
- Junior Activities Representative
- Junior Activities Treasurer
- Surf Boat Officer
- IRB Officer
- Masters Officer
- Youth Development Officer
- Special events: As determined by Management Committee

## 5. References

- MSLSC Constitution (Edition 5, 3 February 2019)
- MSLSC By-Laws (Version 4, 3 February 2019)
- MSLSC Financial Delegation Policy MSLS010



# Mooloolaba Surf Life Saving Club (MSLSC)

## Procurement and Purchasing Policy

### Attachment A: Purchase Request Form

Members have the option to complete this form or send an email with the necessary information (as outlined below). Please attach details of quotes provided by suppliers where appropriate.

#### Purchase request

Club Officer or employee name and position:

Date the expense will be incurred:

Reason for the purchase:

Recommended supplier(s) and rationale:  
(e.g. benefits, value for money, supplier reputation)

#### Expense details

Description	Supplier name	Quantity	Cost (inc GST)

#### Member or employee reimbursements only

Bank account details of member or employee to be reimbursed

Account name:

BSB:

Account number:

#### Financial delegate approval

Financial delegate name:

Financial delegate position:

Approval: APPROVED / NOT APPROVED

Signature:

Date and time:

#### To be completed by office

Valid tax invoice provided: YES / NO

Good receipted: YES / NO

Account allocation:

Actual amount paid (inc GST):

Date paid:

Signature: