



## Community Sports Ground Committee Purchasing.

### How does Committee purchasing work?

There are various types of purchases and spending required to keep a community facility operating. Considering the high involvement of many Community Committees in running facilities in the Shire the information below is provided to develop consistency, accountability and capacity for Committees to go about their roles in operating facilities on behalf of users and the broader community.

### Types of Purchases

- Petty Cash & Reimbursements
- Operational & General Maintenance
- Emergency Repairs
- Purchase of New Goods & Equipment

### Petty Cash Accounts & Reimbursements

- Council is not permitted to have a number of different bank accounts able to be accessed by volunteers. Council has a single bank account. Access to that account is highly controlled.
- With the high level of Community Committee involvement in running facilities across a wide area there is a need to have a method to enable incidental purchases and reimbursement for 'out of pocket' expenses.
- A practical way for this for there to be a bank account for each site to be formalised as a creditor account in Council's payment system. In effect an 'operating' / 'friends of' / 'petty cash' account.
- This CANNOT be a Council or Committee of Council account. It cannot use 'Committee' or 'Council' in the account name.
- Consistency in account naming is desirable. 'Friends of' account names have worked well in managing Community Hall Committee petty cash accounts. It is recommend it be a non-incorporated / not for profit account.
- BVSC can make an initial \$1k 'donation' to the 'Friends of' account in July 2015 to start petty cash / operating float.
- The principle purpose is a means to cover 'out of pocket' expenses. Incidental, low cost, non-invoiced purchases under \$100 can be reimbursed from this account.

### Petty Cash Process and Accountability

- The community committee MUST approve spending OR at a minimum – 1 committee member & 1 office holder need to approve reimbursements.
- It is suggested that the committee treasurer is consulted for ALL purchases as they will be most familiar with finances & Council processes.



- Committee to forward original receipt to Council with the completed reimbursement form for payment to 'friends of' account.
- Committee Purchase Reimbursement Form is attached.
- A number of reimbursements can be made at one time to reduce administration. For example this can be monthly or as a standing item at regular committee meetings. (Keep an eye on the account balance)

#### WHY?

- To have a high level of accountability and transparency - Committees are spending public funds.

### Operational & General Maintenance Purchases

- Types of expenses include utility bills, contractors, consumables, hardware items etc.
- Where possible items are to be invoiced to *BVSC – C/O 'Facility Name'*
- Invoices are approved by an authorised committee member and forwarded to Council for payment.
- Hardware and consumables over \$100 that cannot be invoiced can be ordered through Council staff. (i.e. maybe transferred from Council stores)
- Items under \$100 not able to be invoiced can be reimbursed as described above.

### Purchase New Goods / Equipment

- Request three quotes
- The Committee needs to approve spending through a committee meeting minute or quote acceptance signed by office holders.
- The quote acceptance is referred to Council to ensure works are within budgets and to provide an order number.
- Contractor/supplier is to invoice to *BVSC – 'C/O Facility Name'*. Invoices are to be approved by an authorised Committee office holder and forwarded to Council for payment. Item under \$100 not able to be invoiced can be reimbursed as described above.

### Emergency Repair

- e.g. burst pipes, smashed window, broken doors etc.
- Try to notify Council first. If unable to contact Council get accredited & licenced contractor and notify Council asap.
- The Contractor/supplier is to invoice to *BVSC – 'C/O Facility Name'*. Invoices are to be approved by an authorised Committee office holder and forwarded to Council for payment.
- Items under \$100 not able to be invoiced can be reimbursed as described above.