

<b>PURCHASING</b>	<b>Payments for Goods and Services</b>
<b>Responsibility of</b>	<b>Members of Staff</b>
<b>Objectives</b>	To ensure that Board expenditure is legitimate and is recorded based on its cost to the business and that these are paid for in accordance with the terms of payment specified in the Tax Invoice
<b>Procedures</b>	<ol style="list-style-type: none"> <li>1. The Office Manager will collate and stamp for date with general ledger and job number stamp each invoice on receipt.</li> <li>2. The CEO will then review all tax invoices collated to ensure the correct general ledger and job number are recorded.</li> <li>3. The Office Manager will then prepare Expenditure Coupons for processing by entering all relevant details into MYOB.</li> <li>4. The Expenditure Coupon will record the business that provided the goods and services, details of the goods and services provided, the MYOB account that the expenditure will be attributed to and the Board's Strategic Plan job number.</li> <li>5. All Expenditure Coupons with invoice attached for payment will be presented to the CEO for sighting and approval of their legitimacy and accuracy.</li> <li>6. In relation to business expenses that have been processed and prepared for payment by the Office Manager and sighted and approved by the CEO the two signatories (inclusive of the CEO) to the Board accounts will: <ul style="list-style-type: none"> <li>• Confirm that the Expenditure Coupon, Tax Invoice and payment method are numerically matched and legitimate.</li> <li>• Question any expenditure that is not explained sufficiently by the Expenditure Coupon or Tax Invoice.</li> <li>• Not approve expenditure that they consider inappropriate and not legitimate.</li> </ul> <p>In the case of all legitimate business expenses two signatories will:</p> <ul style="list-style-type: none"> <li>• Sign and date the Expenditure Coupon,</li> <li>• Initial and date the payment method,</li> <li>• Initial and date the tax invoice.</li> </ul> </li> <li>7. In the event of an electronic transfer of funds for goods and services the below \$500 per item the CEO will determine the legitimacy of the expense and the Office Manager and</li> </ol>

	<p>CEO will approve the expenditure in CommBiz and the payment report confirmation from CommBiz will be approved by a Board signatory when next available.</p> <p>8. For all transfers greater than \$500 the transfer shall be authorised by either the CEO or Office Manager and co-authorised at Bank ONLY after sighting and approval by a Board signatory has occurred.</p> <p>9. For transfers/payments for items greater than \$500 a Board signatory other than the CEO must sight and approve the payment report confirmation from CommBiz to verify payment matched the original expense that was approved for payment in Step 7.</p>
<p><b>Board Expectations</b></p>	<ul style="list-style-type: none"> <li>• That the Board will only pay for legitimate expenses incurred by the Board.</li> <li>• That the Board’s expenses will be paid for as and when they fall due.</li> <li>• That the Board’s expenses will be recorded in MYOB appropriately and in accordance with accounting principles.</li> </ul>
<p><b>Document Control</b></p>	<ul style="list-style-type: none"> <li>• Document Approved Mar 2018</li> <li>• Amended 11th Dec 2017 to ensure it follows current procedure. Approved by the Board</li> <li>• Amended Feb 2018 to ensure it follows process of approval for payments of services greater than \$500 in value.</li> <li>• Approved Dec 2019, Nov 2020, Oct 2021, Sept 2023</li> </ul>