

GUIDELINES

Expenditure

Contact Officer:	Treasurer
Effective Date:	13 December 2018
Version Number:	2

1 Purpose

The purpose of these Guidelines is to outline the process and procedures surrounding expenditure within the Notre Dame Student Association.

2 Policy Statement and Scope

2.1 These Guidelines apply to all councillors of the Notre Dame Student Association.

2.2 These Guidelines should be followed in relation to all expenditure within the Notre Dame Student Association.

2.3 The Notre Dame Student Association should use this policy to maintain proper financial records, and remain in line with all relevant university policies.

3 Expenditure process

3.1 For all expenses an expenditure form needs to be filled out by the council member requesting the expenditure and signed by two executive members before the money can be spent.

3.2 The expenditure is to be discussed at a general council meeting with the quotes that are required (as per section 4.1). If the expenditure is below \$500 then it can be approved through the executive body alone, without being approved through the council.

3.3 For expenditure below \$1000 but no less than \$500, the expenditure must be approved by the council.

3.4 For expenditure over \$1000 the Treasurer needs to submit a report to the Responsible Staff Officer explaining why the council wants to spend over \$1,000. This request must have at least one other Executive Committee Member's Signature. The request must include:

3.4.1 Evidence that sufficient funding is available in the relevant Student Association account.

3.4.2 Confirmation that the proposed expenditure meets the conditions set out in the 'Provision of Funding to the University's Student Associations' policy document.

3.4.3 Copies of two quotations in relation to the proposed expenditure and a recommendation to accept one of them.

3.5 The Council Member requesting the expenditure needs to inform the executive what method of payment will be chosen for the expenditure, either which can be chosen through the expenditure form:

3.5.1 Online payment. In which case a tax invoice from the company needs to be attached to the expenditure form.

- 3.5.2 Reimbursement. In which case the Council Member will be reimbursed within 3 working days upon filling out a reimbursement form which has the receipt attached to it.
- 3.5.3 Debit Card. In which case one of the Executive Committee Members will pay for the expenditure.

4 Process Chart

- 4.1 See below a chart created to demonstrate the quote and approval requirements for NDSA expenditure

Expenditure amount	Number of quotes	Approving body
Less than \$100	1	Two Executive members
Between \$100 and \$500	1	Majority of Executive
Between \$500 and \$1000	2 Comparative Quotes	Committee
Over \$1000	2 Comparative Quotes	Committee then University

5 Other Policies

- 5.1 These Guidelines should be utilised in conjunction with the University of Notre Dame's Policy 'Provision of Funding to the University's Student Associations (Fremantle & Sydney)'