

NORTH PINE ANGLICAN CHURCH

Wednesday 13 May,2020

Purchasing Policy and Procedures



I. Policy Objectives

The Purchasing Procedure serves the purpose of providing a means for funds to flow in and out of the Parish in a responsible manner with receipts and appropriate paperwork of how and why the funds were used.

II. Principles

In order to help the Parish practice good stewardship, to act responsibly with allotted funds, to structure the flow of funds so that there are accurate records and accountability for the Parish as a whole, individual members and its ministries, these principles are adopted as a foundation for purchasing goods and services for the Parish and the ministries of the Parish:

- To be open and transparent and achieve effective competition in the provision of goods and services.
- To achieve the best value for money.
- To keep the Parish functioning within its operating budget.
- To ensure it is clear what commitments the Parish is entering into.
- To provide proper paperwork so that accurate and auditable records are kept.
- To allow for better communication between Parish Council, individuals and ministries.
- To provide an effective means of making and receiving reimbursements.

III. Delegation Authority

Parish Council delegates the following authority to the Rector/Priest in Charge and Wardens

Description	Delegated authority
Operating expenditure items	All operating expenditure that is in accordance with the Parish Council approved annual budget.
Capital expenditure items	All capital expenditure that is in accordance with the Parish Council-approved annual budget.

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For non-budget operating and capital expenditure

Description (amount is ex GST)	Delegated authority
Under \$100	Churchwarden to approve prior to committing to the disbursement.
Under \$500	Rector/PIC to approve prior to committing to the disbursement.
Up to \$1000	Standing Committee to approve prior to committing to the disbursement.
Over \$1,000	Parish Council to approve following provision of at least 2 quotes (unless Parish Council determines otherwise). Rector and Churchwarden then may approve disbursement following Parish Council approval.

Parish Council delegates the following authority to the respective parish staff.

Description	Delegated authority
Operating expenditure items up to \$200: Administration	All operating expenditure that is in accordance with the Parish Council approved annual budget.
Operating expenditure items up to \$200: Youth and Families Ministry	The Youth and Families Ministry Co-ordinator for all operating expenditure that is in accordance with the Parish Council-approved annual budget.

IV. Contracting and commitments

Before approving any disbursements, the approving officer/s should consider:

- Is the amount fixed and contracted or could it vary?
- In what circumstances could it vary and what further approvals may be required in respect of that risk under the delegations?
- What are the terms and conditions and are they reasonable to the Parish?
- For expense over \$500, the delegated authority shall be required to consider at least 2 alternative quotations, with verbally received quotations being acceptable
- Delegated authorities shall consider recurrent expenditure associated with a non budgeted item.

Even if competitive quotations are not required under the delegation authority, the authorising officers should still consider whether a quotation or estimate is required to provide certainty for the Parish.

The Parish Council may determine that two quotations are not required but would not ordinarily do so unless specific circumstances apply. Without limiting the Parish Council's discretion, these circumstances may include where there is only one provider who can practicably provide the good/service, or where the provider is a regular provider and the Parish Council is satisfied that they provide value for money.

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