

Christ Church Cottingham Expenditure Policy 2018

This policy is to ensure the best value for money is obtained and that purchases fall within the vision and values of Christ Church.

Budget amounts are for normal day-to-day spending related to the ministry area.

Budgets will be reviewed annually and not spending all of a budget in a given year does not mean excess is carried over to the next year or that the budget in the next year will be reduced.

The budget holder is responsible for keeping a running total on their budget for the year and to inform leadership if there are any issues, e.g. budget being exceeded. The expenditure sheet should be returned to Giovanna at the end of the year. These sheets should tie into the amounts spent in each area in the accounts.

A budget holder has the right to spend up to the lower of 20% or £50 of their budget in a single transaction.

For any transaction over the lower of 20% of the budget or £50 an expenditure proposal detailing the following must be completed:

- 1) What is being bought
- 2) Why it is being bought
- 3) 3 quotes/price comparisons, where practical, so that the best value for money can be obtained (this does not necessarily mean the cheapest will be bought)

The proposal must be submitted to and approved by leadership before any purchases are made. Two leaders must approve the purchase(s).

If a leader, or a party related to them (spouse/children/parents), is submitting the proposal then that leader cannot authorise the expenditure.

N.B. These proposals can be sent and approved by email, should a quick decision be necessary.

Should a budget holder need to buy an “exceptional item” over and above their budget an expenditure proposal must also be completed.

To purchase items (other than regular purchase e.g. software updates/postage/subscriptions and those within a budget specified above) an expenditure proposal must be completed (this includes spending on repairs).

All proposals, once submitted and either approved or rejected will be filed and kept in the church office.

Expenses are to be claimed in the same way as before i.e. request an expense form from Giovanna, fill in and attach receipts, then pass it back to Giovanna who will get it authorised by two leaders and make the payment.

Christ Church Cottingham Expenditure Proposal Form

TO BE COMPLETED BY BUDGET HOLDER FOR ALL EXPENDITURE
OVER THE LOWER OF 20% OF A BUDGET OR £50 AND EXPENDITURE
FOR AN AREA WITH NO BUDGET HOLDER

Item to be purchased:

.....
.....

Reason for purchase:

.....
.....

PLEASE ENSURE 3 QUOTES/PRICE COMPARISONS ATTACHED

Details of which quote to go with and reason why:

.....
.....
.....

Name of proposer:

Proposer's signature:

Date:

Date authorised by leadership:

Leader 1 name and signature:

Leader 2 name and signature:

IF NOT AUTHORISED

Reason why expenditure not authorised:

.....
.....
.....

Expenditure Sheet

