



Canberra Bridge Club

Policy No		Version	4
Drafted by	Finance Committee	Approved by CBC Committee on	20 Aug 2025
Responsible person	Treasurer	Scheduled review date	July 2027

Expenditure Policy

INTRODUCTION

The Canberra Bridge Club (CBC) is an incorporated association which offers members a friendly, supportive environment in which to play bridge. It is the largest bridge club in the ACT and owns its own building in Deakin. The Club offers bridge sessions for all levels of expertise, including beginners, improvers, intermediate and those who compete at a national level.

In accordance with the bylaws, the Finance Subcommittee develops the annual budget for approval by the Committee. CBC Managers have the delegation authority to pay general expenditure of recurring nature and to authorise expenditure as outlined in this Policy.

The CBC Committee must approve non-budgeted expenditure for the acquisition of goods and services in accordance with this Policy.

POLICY

The CBC is committed to the highest standards of integrity, fairness and ethical conduct in its financial management, including full compliance with all relevant legal requirements. The CBC requires all its Committee members, officers, managers, employees, volunteers and contractors acting on its behalf to meet those same standards.

There is no circumstance under which it is acceptable for the CBC or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically while performing or advancing the CBC's business.

DELEGATIONS

Delegated responsibility for financial expenditure is approved for specific Club staff, members and activities as summarised in Table 1 and described below:

Delegations	Expenditure type		
Amount	Planned (in budget)	Urgent unplanned	Other unplanned
≤ \$100	Manager	Manager	Manager
≤ \$400			1 of President or Treasurer
≤ \$1,000	Committee		
≤ \$2,000		Manager + Treasurer	2 of President, VP, Treasurer and Secretary
≤ \$5,000		2 of President, VP, Treasurer and Secretary	
Greater than \$5,000	Committee		

Table 1: Manager and Officer delegations¹

Planned expenditure:

- The managers are authorised to make whatever outlays they deem necessary to meet the ongoing, day-to-day operational needs of the club up to individual amounts of \$400 per item within the approved budget for kitchen and office supplies.
- The Committee must approve planned expenditure above \$400.

Urgent unplanned expenditure, e.g. plumbing:

- Managers may approve expenditure by members of the House Subcommittee within the approved budget for maintenance and repairs of:
 - Up to \$1,000 per item to meet the ongoing maintenance and repair needs of the club.
 - Up to \$2,000 per item with approval of the Treasurer.
- Any two of the four following committee members – President, Treasurer, Vice President, or Secretary – may authorise expenditure between \$2,000 and \$5,000. Where practicable two quotes for any work or activities should be obtained before a decision is taken.
- All expenditure over \$5,000 must be approved by the Committee.

¹ The table only covers delegations for general expenditure. It does not include any delegations given to subcommittees.

Non-urgent unplanned expenditure:

- The Manager may approve purchase of supplies of a day-to-day nature up to \$100 per item within the appropriate approved budget. Examples include expenditure by Teachers, Directors and volunteers (e.g. garden maintenance). Approval must be given before the purchase.
- The Treasurer or President may authorise expenditure of an ad-hoc nature up to \$1,000 for supplies for lessons, bridge sessions or garden supplies.
- Any two of the four following committee members – President, Treasurer, Vice President, or Secretary – may authorise expenditure between \$1,000 and \$5,000. Where practicable two quotes for any work or activities should be obtained before a decision is taken.
- All expenditure over \$5,000 must be approved by the Committee.

In performing these duties, the Managers must be mindful of keeping to the annual budget. Where this is not possible, they must advise the Treasurer as soon as practicable of any likely breach and the reasons behind the breach.

Other Delegations

The Chair of the Promotion and Social Committee may authorise expenditure associated with social event and marketing activities up to the total annual approved budget.

Contractual arrangements

When entering a contract, due diligence must be observed to satisfy the fiduciary requirements of administering CBC funds:

- Only reputable professionals, experts and businesses should be consulted (local providers where possible).
- When using an existing supplier, no additional quote is required.
- When seeking a new supplier, where possible a minimum of two quotes must be sought.
- Agreements accepted by the Finance Subcommittee must include details of deposits and subsequent payments reflecting progress (payment milestones) and must be in writing. Such agreement will be referred to the Committee for approval if the total amount is greater than \$5,000.
- An appropriate Subcommittee will monitor the progress of any purchase of goods and services which requires expenditure of >\$5,000.

Donations and/or loans from members

If a member or other party gives money to purchase an asset or service, the Committee shall acknowledge this gift in writing and maintain this record. At a later date, the Committee may decide to reimburse the individual for the gift. Club funds which have been donated for a specific purpose may not be used for another purpose – the wishes of the donor must be respected. However, the use of donated funds may be changed with the agreement of the donor or their trustee/executor.

If a member or other party lends money to purchase an asset or service, the Committee shall acknowledge this loan in writing and record this amount as a loan on the balance sheet. The loan should be documented with the amount and terms of the loan, i.e. amount, interest rate (not to exceed CBA mortgage rate for example), period of loan, purpose of loan.

RELATED DOCUMENTS

(none)

AUTHORISATION

Mary Tough

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President

Date of Approval by CBC Committee: **20 August 2025**

Name of Organisation: **Canberra Bridge Club**