



St George Creative Art & Craft Centre Inc

Expenditure Guidelines

April 2018

Major Expenditure

The Centre should obtain three written quotes for any work over the value of \$2,500. For Council grants, the requirement is one quote for work under \$2,000, and three quotes for work over \$2,000. These should be available in written form at a general meeting. They should be discussed and a motion put forwarded and voted upon. The result of the motion must be fully recorded in the minutes.

Minor Expenditure

Expenditure of less than \$2,500 should require executive committee approval. There should be an executive committee meeting to agree to these expenditures. This should be recorded in the minutes and the decision presented to all members at a general meeting. If for unforeseen reasons a meeting date cannot be agreed upon, correspondence between executive committee members by way of email is acceptable.

Small Expenses

An amount agreed by members, eg \$150, for minor purchases, etc. for the Centre, may not need executive committee approval, but receipts must be provided for remuneration.

Conflict of Interest

With major and minor expenditure, a Conflict of Interest must be declared.

A Conflict of Interest is

1. A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest.
2. A situation in which a party's responsibility to a second party limits its ability to discharge its responsibility to a third party.

Conflict of interest can include

1. Direct financial involvement
2. Direct or indirect remuneration from that company/sole trader
3. In a relationship with someone from that company/sole trader
4. Related to someone in that company/sole trader

Conflict of interest should be disclosed at a meeting and entered into the records, eg a book to be kept at the Centre, and should be made available to any member of the Centre.

When a conflict of interest is disclosed then that person or persons should not have any involvement in the decision process. There should be no information that can be made available prior to any tenders/quotes which will assist with quoting. The person should excuse himself/herself from any discussions in meeting concerning these matters. The person should excuse himself/herself from voting on these matters. There should be no contact with other members to lobby decision making.

These guidelines apply equally to internal expenditure of the Centre, and to funds received from grants, donations, etc.