



“SCHEDULE D” Purchasing Policy

Approved by the Board

June 13, 2007

Purpose:

The purpose of this policy is to set guidelines for purchases by authorized club members, which will ensure spending remains on target.

Guidelines for board executive/committee chairs:

Each committee chair will be advised of the budget amount at the beginning of the season, and reconciled by the committee chair at year-end. Committee members should strive to stay within budget of their assigned tasks. Any purchases beyond the budget amount can be brought to the board for possible approval, by using the attached purchase request, or by having the request added to the agenda for a board meeting.

Guideline for Coaches

An annual budget is set by the finance committee for various skating programs, i.e. Canskate/Kidskate program. The program coordinator(s) have the authority to spend within that budget, however the purchases should be reported to the Board in a timely manner, and reconciled twice per season including year-end. This budget amount will be clearly stated in the annual contract for the appropriate coordinator(s), and may change from year to year, depending on the approved budget. Any purchases beyond the budgeted amount, must be brought to the board for approval, by using the attached purchase request, or by having the request, added to the agenda for a board meeting.

Cheque signing

As per bylaw # 17, any two of the following: the president, vice-president, secretary, treasurer shall sign all cheques and legal documents. Cheques must be presented with the invoice for approval and signature. Cheques are not to be signed in advance, without an invoice present.

